

Public Information Act

OPEN RECORDS

THE PUBLIC INFORMATION ACT: THE GOOD, THE BAD, AND THE UGLY

December 14, 2010

Presented at:

Newly Elected Officials Seminar

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THE GOOD – provide transparency to the public.

Provide transparency to the public of public matters; however, we are not required to create a document or perform legal research to satisfy a request for information. Additionally, we are not required to provide copies of information contained in commercial publications, books, or resource materials. The Act expressly excludes records of the judiciary. Furthermore, standing or running requests for information do not have to be complied with by governmental agencies. Tangible items such as physical evidence, tools, keys, etc... are not “information” under the Act.

THE BAD – refusing to do what we are required to do.

An officer for public information or the officer’s agent commits a misdemeanor offense if with criminal negligence the officer or agent fails or refuses to give access to or provide copies of public information as required by the Act. The punishment is a fine not over \$1,000 and/or confinement in the county jail for not more than six months.

THE UGLY – missing a deadline.

If we plan to assert an exception to disclosure and withhold information, we must request a ruling from the Attorney General within 10 business days of receipt of the request. If we do not request a ruling within the 10 business-day deadline, then the information is presumed public and must be released, unless there is a compelling reason to withhold the information.

THE TEXAS PUBLIC INFORMATION ACT

I. PURPOSE

The Public Information Act (hereinafter called the “Act”), originally called the Open Records Act, was passed in 1973 and is now codified in Chapter 552 of the Texas Government Code. The stated purpose of the Act is as follows:

Under the fundamental philosophy of the American constitutional form of representative government that adheres to the principle that government is the servant and not the master of the people, it is the policy of this state that each person is entitled, unless otherwise expressly provided by law, at all times to complete information about the affairs of government and the official acts of public officials and employees. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created. The provisions of this chapter shall be liberally construed to implement this policy.

TEX. GOV'T CODE ANN. § 552.001(a) (Vernon 2004). The Act was passed to ensure that the people maintain control over their government by remaining informed about government affairs. The Attorney General is required to liberally construe the Act in favor of granting a request for information. *Id.* at § 552.001(b).

II. WHAT IS PUBLIC INFORMATION?

A. Definition

According to the Act, “public information” means information that is collected, assembled, or maintained under a law or ordinance or in connection with the transaction of official business by a governmental body or for a governmental body and the governmental body owns the information or has a right of access to it. *Id.* at § 552.002(a). **Tangible items such as physical evidence, tools, keys, etc... are not “information” under the Act.**

B. Information that is Expressly Public and Only Excepted from Disclosure if Expressly Confidential Under Other Law.

The following categories of information are public information and not excepted from required disclosure under the Act unless they are expressly confidential under other law:

1. A completed report, audit, evaluation, or investigation made of, for, or by a governmental body, except as provided by Section 552.108 (the law enforcement exception);
2. The name, sex, ethnicity, salary, title, and dates of employment of each employee and officer of the governmental body;
3. Information in an account, voucher, or contract relating to the receipt or expenditure of public or other funds by a governmental body;
4. The name of each official and the final record of voting on all proceedings in a governmental body;
5. All working papers, research material, and information used to estimate the need for or expenditure of public funds or taxes by a governmental body, on completion of the estimate;
6. The name, place of business, and the name of the municipality to which local sales and use taxes are credited, if any, for the named person, of a person reporting or paying sales and use taxes under Chapter 151, Tax Code;
7. A description of an agency's central and field organizations, including: the established places at which the public may obtain information, submit information requests, or obtain decisions and the employees from whom and the methods by which the public may obtain information, submit information requests or obtain decisions;
8. A statement of the general course and method by which an agency's functions are channeled and determined, including the nature and requirements of all formal and informal policies and procedures;
9. A rule of procedure, a description of forms available or the places at which forms may be obtained and instructions relating to the scope and content of all papers, reports, and examinations;

10. A substantive rule of general applicability adopted or issued by an agency as authorized by law, and a statement of general policy or interpretation of general applicability formulated and adopted by an agency;
11. Each amendment, revision, or repeal of information described by items 7-10;
12. Final opinions, including concurring and dissenting opinions, and orders issued in the adjudication of cases;
13. A policy statement or interpretation that has been adopted or issued by an agency;
14. Administrative staff manuals and instructions to staff that affect a member of the public;
15. Information regarded as open to the public under an agency's policies;
16. Information that is in a bill for attorney's fees and that is not privileged under the attorney-client privilege;
17. Information that is also contained in a public court record; and
18. A settlement agreement to which a governmental body is a party.

C. Information That is Not Public Information

Governmental agencies are generally not required to provide copies of information contained in commercial publications, books, or resource materials. The Act expressly excludes records of the judiciary because the Texas Supreme Court provides rules for courts to follow when providing access to court records. *Id.* at § 552.003(1) (B). A governmental body is not required to create a document or perform legal research to satisfy a request for information. *See* Open Records Decision Nos. 347 (1982); 563 (1990). Furthermore, standing or running requests for information do not have to be complied with by governmental agencies.

III. ENTITIES SUBJECT TO THE ACT

A. Governmental Bodies

The Act defines governmental body to include the following entities:

- a board, commission, department, committee, institution, agency, or office that is within or is created by the executive or legislative branch of state government and that is directed by one or more elected or appointed members;
- a county commissioners court in the state;
- a municipal governing body in the state;
- a deliberative body that has rulemaking or quasi-judicial power and that is classified as a department, agency, or political subdivision of a county or municipality;
- a school district board of trustees;
- a county board of school trustees;
- a county board of education;
- the governing board of a special district;
- the governing body of a nonprofit corporation organized under Chapter 67, Water Code, that provides a water supply or wastewater service, or both, and is exempt from ad valorem taxation under Section 11.30, Tax Code;
- the part, section, or portion of an organization, corporation, commission, committee, institution, or agency that spends or that is supported in whole or in part by public funds; and
- a nonprofit corporation that is eligible to receive funds under the federal community services block grant program and that is authorized by this state to serve a geographic areas of the state.
- a local workforce development board created under section 2308.253.

TEX. GOV'T CODE ANN. § 552.003(1) (A) (Vernon 2004).

B. Non-Governmental Bodies Subject to the Act

Non-governmental or private bodies that receive support through public funds are subject to the Act only to the extent of that funding. *Id.* at § 552.003(1) (A) (x). If a private entity owns or retains information on behalf of a governmental body and the governmental body still owns or has a right of access to the information, then the information is subject to the Act.

Additionally, information that is collected, assembled or maintained by non-governmental or private entities which take private property through the use of eminent domain is subject to the Act if such information relates to the taking of private property by the entity through the use of eminent domain. *Id.* at § 552.0037.

C. Open Records Training

The Attorney General prevailed upon the Seventy-ninth Legislature to enact legislation to require public officials to obtain training in open government

laws. See TEX. GOV'T CODE ANN. § 552.012 (Vernon Supp. 2010). Each public official shall complete a course of training of not less than one and not more than two hours not later than the 90th day after the date the public official takes the oath of office or otherwise assumes the person's duties as a public official. However, public officials may designate a public information coordinator to satisfy the training requirements for the public official if the designee is primarily responsible for processing open records request for the official. Judicial officials and employees are excluded from the training requirement because public access to information maintained by the judiciary is governed by Rule 12 of the Judicial Administration Rules of the Texas Supreme Court

IV. HOW DO YOU MAKE A REQUEST FOR PUBLIC INFORMATION?

A. Writing

A request for information must be in writing to be enforceable under the Act. Open Records Decision No. 308 (1982). A request must reasonably identify information, but the request does not have to refer to the Act to be valid.

B. Delivery

The request may be hand delivered, mailed, e-mailed, or faxed. However, requests sent by e-mail or fax must be directed to the designated public information officer for the governmental body or the person designated by that officer. TEX. GOV'T CODE ANN. § 552.301(c) (Vernon Supp. 2008).

C. Copies or Access

A requestor may ask to examine documents rather than pay for copies. A requestor may obtain information in a particular format, such as on a disk rather than on paper, as long as the governmental body has the technological ability to comply. However, a governmental body is not required to copy information onto material provided by the requestor. *Id.* at § 552.228. A request for public information that requires a governmental body to program or manipulate existing data is not considered a request for the creation of new information. *Fish v. Dallas Indep. Sch. Dist.*, 31 S.W.3d 678, 681-82 (Tex. App. – Eastland 2000, pet. denied), see also § 552.231. Governmental bodies are not required to make copies of copyright protected information, but may allow access to such information and the requestor is charged with complying with copyright law.

D. Cost

The Act allows governmental bodies to charge for copies of public information. *Id.* at § 552.261. A governmental body may charge for

providing copies of information and, if necessary, for personnel time spent redacting confidential information. The usual charge is \$.10 a page and if the request is for more than 50 pages or for documents located in separate buildings, then charges for labor and overhead are allowed. If the cost is estimated to be over \$40, the governmental body is required to send a written, itemized statement that details all estimated charges that will be imposed, including any allowable charges for labor or personnel costs; and notice of an alternative less expensive way to access the information if one exists. *Id.* at § 552.2615. The statement must also contain a notice advising the requestor that he has 10 business days to respond to the cost estimate by accepting the charges or modifying the request. If the requestor does not respond timely, the request is considered automatically withdrawn. Additionally, the officer for public information may require a deposit or bond for payment of anticipated costs if the estimated charge for the requested copies exceeds (1) \$100, if the governmental body has more than fifteen full-time employees, or (2) \$50, if the governmental body has fewer than sixteen full-time employees. *Id.* at 552.263.

V. HOW DOES THE GOVERNMENTAL BODY RESPOND TO A REQUEST?

A. Promptly Produce

The Act requires that governmental bodies “promptly produce” public information upon receipt of a written request. *Id.* at § 552.221(a). The amount of time allowed varies depending on the amount of information requested, the type of information requested, and whether the information contains confidential information or information subject to one of the Act’s exceptions to disclosure.

B. Clarification

A governmental body may request clarification of a request to properly identify the information. TEX. GOV’T CODE ANN. § 552.222 (Vernon Supp. 2010). When a voluminous amount of information is requested, the governmental body may discuss with the requestor ways to narrow the request. A governmental body may not ask the purpose of the request.

C. Deadlines

1. Additional Time is Needed to Produce the Information

If a governmental body is unable to produce information within 10 business days, then written notice must be provided within 10 business days to the requestor along with a date and hour within a

reasonable time that the information will be available for inspection or duplication. *Id.* at § 552.221(d).

2. Cost Estimate to Produce Information

If production of the requested information in a requested format requires computer programming or manipulation of data, the governmental body must provide written notice within 20 business days to the requestor that the information is not available in the requested format and the estimated time and cost to produce the information. *Id.* at § 552.231.

3. Request for Attorney General Ruling

If a governmental body plans to assert an exception to disclosure and withhold information, it must request a ruling from the Attorney General within 10 business days. A written notice to the requestor of the request for the Attorney General ruling must be sent within 10 business days. The day(s) that the governmental body is actively clarifying the scope of information requested does not count toward the 10 business day deadline. *Id.* § 552.301. *See* Tex. Att'y Gen. ORD-663 (1999). **If the governmental body does not request a ruling within the 10 business day deadline, then the information is presumed public and must be released, unless there is a compelling reason to withhold the information.** *Id.* at § 552.302.

4. Third Party Proprietary Information

If requested information includes a person or entity's proprietary information, then the governmental body must make a good faith attempt to notify the person or entity of the request. TEX. GOV'T CODE ANN. § 552.305 (Vernon 2004). The notification must include a copy of the request and inform the person or entity that they may submit a letter to the Attorney General in support of withholding the proprietary information within 10 business days of the date received by the governmental body.

5. After the Attorney General's Ruling

The Attorney General has 45 business days to issue a ruling and must notify the governmental body and the requestor if an additional 10 business day extension is needed. *Id.* at § 552.306. If the Attorney General has ruled that the governmental body must release all or part of the information, the Attorney General expects the governmental body to release the public information within 10

calendar days of the ruling or notify the requestor of the intent to appeal the ruling.

6. Appealing the Attorney General's Ruling

The governmental body may appeal an Attorney General ruling by filing suit in Travis County within 30 calendar days of receipt of the ruling, preferably within 10 calendar days. *See* TEX. GOV'T CODE ANN. § 552.324(b) and § 552.353(b) (3), (c) (Vernon Supp. 2010).

VI. CONFIDENTIAL INFORMATION

The Act does not require the disclosure of information that other law requires to be kept confidential. Release of confidential information constitutes a misdemeanor of official misconduct. TEX. GOV'T CODE ANN. § 552.352(a). Thus, information is excepted from disclosure if it is considered to be confidential by law, either constitutional, statutory, or by judicial decision.

A. Examples of Information Confidential Under Other Statutes

1. Originating telephone numbers and addresses furnished on a call-by-call basis by a service supplier to a 9-1-1 emergency communication district. TEX. HEALTH & SAFETY CODE ANN. § 772.318.
2. Law enforcement records concerning a juvenile offender. TEX. FAM. CODE ANN. § 58.007(c).
3. Any document that evaluates the performance of a teacher or administrator. TEX. EDUC. CODE ANN. § 21.355.
4. Autopsy photographs and x-rays. TEX. CRIM. PROC. CODE ANN. art. 49.25, § 11.
5. Social security number of applicant or holder of license issued by a licensing agency to practice in a specific occupation or profession. TEX. OCC. CODE ANN. § 51.251.
6. Medical records a physician creates or maintains concerning the identity, diagnosis, evaluation, or treatment of a patient by a physician. TEX. OCC. CODE ANN. § 159.002(b).
7. Reports, records, and working papers used or developed in an investigation of alleged child abuse or neglect. TEX. FAM. CODE ANN. § 261.201(a).

8. Certain information relating to the provision of emergency medical services. TEX. HEALTH & SAFETY CODE ANN. § 773.091.
9. Communications between a patient and a mental health professional and records of the identity, diagnosis, or treatment of a mental health patient created or maintained by a mental health professional. TEX. HEALTH & SAFETY CODE ANN. § 611.002.
10. Certain personal information in government operated utility customer's account records if the customer has requested that the utility keep the information confidential. TEX. UTILITY CODE ANN. § 182.052.

B. Examples of Information Confidential by Common Law Privacy

1. Intimate and Embarrassing Information

In *Industrial Foundation of the South v. Texas Industrial Accident Board*, the Texas Supreme Court concluded that information is confidential if it (1) contains highly intimate or embarrassing facts about a person's private affairs such that its release would be highly objectionable to a reasonable person and (2) the information is of no legitimate concern to the public. The Attorney General has ruled that the common-law privacy protection afforded by *Industrial Foundation* includes the names of victims of sexual assault and child victims of sexual abuse.

2. Financial Information

Common law privacy protects a person's overall financial status and background financial history. Information regarding a financial transaction between an individual and a governmental body, such as a donation to a public institution, is a matter of legitimate public interest and is not protected under common law privacy. However, when a transaction is not between an employee and the governmental agency, such as employee participation in a deferred compensation plan, then common law privacy protects the information.

3. Informer's Privilege

In *Roviaro v. United States*, 353 U.S. 53 (1957), the United States Supreme Court explained that the informer's privilege allows a governmental body to withhold the identity of persons who furnish

information of violations of law to officers charged with enforcement of that law. The privilege furthers the public interest in law enforcement. This is the only confidentiality exception that a governmental body may waive, since it exists to protect the governmental agency, and not the individual.

4. Criminal History

Criminal history record information compiled by a governmental entity takes on a character that implicates a person's right of privacy. *See United States Dep't of Justice v. Reporters Comm. for Freedom of the Press*, 489 U.S. 749 (1989).

C. Information Protected by Constitutional Privacy

The United States Constitution protects an individual's interest in independently making certain important personal decisions about matters within the "zones of privacy," and an individual's interest in avoiding disclosure of personal matters to the public or government. The zones of privacy include matters relating to marriage, procreation, contraception, family relationships, and child rearing and education. For matters outside the zones of privacy, courts use a balancing test and weigh the individual's privacy interest against the public's right to know the information.

D. Privacy Right Upon Death

Common law privacy and constitutional privacy rights lapse upon the death of the subject. *See Open Records Decision No. 272 at 1* (1981). Whether statutory privacy provisions remain upon death depends on the particular statute in question.

VII. EXCEPTIONS TO DISCLOSURE

The Act provides exceptions to disclosure so that governmental bodies have the discretion to release or withhold certain information. Many of these exceptions to disclosure are not mandatory, as opposed to confidential information that may not be released. Governmental agencies seeking to withhold information according to one of the Act's exceptions are usually required to obtain a ruling from the Attorney General on the applicability of the exception.

A. Personnel Information

Information in a personnel file is excepted from required disclosure if release would result in an unwarranted invasion of privacy. TEX. GOV'T CODE ANN. § 552.102. This exception applies to former as well as current employees, but

does not apply to applicants. In reality, this exception does not apply to very much information because there is usually a greater public interest in knowing information about public employees. For example, job reviews, letters of recommendation, reasons for termination, demotion, promotion, and resignation letters are all subject to disclosure. However, personal financial information is excepted, unless it is a transaction between the employee and the governmental agency.

B. Information Relating to Litigation

Information is excepted from disclosure if it relates to anticipated or pending civil or criminal litigation to which the state or a political subdivision is or may be a party or to which an officer or employee of the state or political subdivision, as a consequence of the person's office or employment, is or may be a party. TEX. GOV'T CODE ANN. § 552.103. This exception prevents the use of the Act as a method of avoiding the rules of discovery used in litigation and allows a governmental body to protect its position in litigation. The litigation exception does not apply to information expressly deemed public under section 552.022 of the Government Code.

C. Information Related to Competition or Bidding

Information is excepted from disclosure if release would give advantage to a competitor or bidder. The information listed in section 552.022 is excepted under this provision like any other information. TEX. GOV'T CODE ANN. § 552.104.

D. Information Relating to Location or Price of Property

Information is excepted from disclosure if it relates to the location of real or personal property for a public purpose prior to public announcement of the project or appraisals or purchase price of real or personal property for a public purpose prior to the formal award of contracts for the property. TEX. GOV'T CODE ANN. § 552.105.

E. Certain Legislative Documents

A draft or working paper involved in the preparation of proposed legislation is excepted from disclosure. An internal bill analysis or working paper prepared by the governor's office for the purpose of evaluating proposed legislation is also excepted. TEX. GOV'T CODE ANN. § 552.106.

F. Certain Legal Matters

Information is excepted from disclosure if the Attorney General or an attorney of a political subdivision is prohibited from disclosing the information

because of a duty to the client under the Texas Rules of Evidence, the Texas Rules of Criminal Evidence, or the Texas Disciplinary Rules of Professional Conduct, or a court has ordered that the information is prohibited from being disclosed. TEX. GOV'T CODE ANN. § 552.107.

G. Certain Law Enforcement Records

Information held by a law enforcement agency or prosecutor that deals with the detection, investigation, or prosecution of crime is excepted from disclosure if (1) release of the information would interfere with the detection, investigation, or prosecution of crime; (2) the information relates to an investigation that did not result in conviction or deferred adjudication; or (3) the information relates to a threat against a peace officer collected or disseminated under section 411.048; or (4) information prepared by an attorney representing the state in anticipation of or in preparation for criminal litigation or information that reflects the mental impressions or legal reasoning of an attorney representing the state. TEX. GOV'T CODE ANN. § 552.108(a).

An internal record or notation of a law enforcement agency or prosecutor that is maintained for internal use in matters relating to law enforcement or prosecution is excepted from disclosure if (1) release would interfere with law enforcement or prosecution; (2) it relates to law enforcement only in relation to an investigation that did not result in conviction or deferred adjudication; or (3) it was prepared by an attorney representing the state in anticipation of or in preparation for criminal litigation or information reflects the mental impressions or legal reasoning of an attorney representing the state. TEX. GOV'T CODE ANN. § 552.108(b).

The law enforcement exception does not except basic information about an arrested person, an arrest, or a crime.

Information concerning complaints against police officers generally may not be withheld under the law enforcement exception. In cities that have adopted chapter 143 of the Local Government Code, information about complaints against city police officers are confidential if the department did not take disciplinary action against the officer or if no just cause was found in the complaint.

H. Certain Private Communications of an Elected Office-Holder

Private correspondence or communication of an elected office holder relating to matters the disclosure of which would constitute an invasion of privacy is excepted from disclosure. The standards for determining whether release of the information would be an invasion of privacy are the same as under the common law privacy. TEX. GOV'T CODE ANN. § 552.109.

I. Certain Commercial Information

A trade secret privileged or confidential by statute is excepted from disclosure. Commercial or financial information is excepted if it is demonstrated with factual evidence that release would cause substantial competitive harm to the person from whom the information was obtained. TEX. GOV'T CODE ANN. § 552.110.

J. Agency Memoranda

An interagency or intra-agency memorandum or letter that would not be available by law to a party in litigation with the agency is excepted from disclosure. This exception includes the deliberative process privilege and the attorney work product privilege. The deliberative process privilege protects information consisting of advice, opinion, or recommendations on policymaking matters of the governmental body. This exception encourages frank and open discussion within agencies. The attorney work product privilege protects information created for trial or in anticipation of litigation and the information consists of or tends to reveal an attorney's mental processes, conclusions, and legal theories. TEX. GOV'T CODE ANN. § 552.111.

K. Certain Information Relating to Regulation of Financial Institutions or Securities

Information is excepted from disclosure if it is contained in or relating to examination, operating, or condition reports prepared by or for an agency responsible for the regulation or supervision of financial institutions or securities or both. TEX. GOV'T CODE ANN. § 552.112.

L. Geological or Geophysical Information

Generally, this exception applies to confidential electric logs and geological or geophysical information including maps of wells, except if filed in connection with an application or proceeding before an agency. TEX. GOV'T CODE ANN. § 552.113.

M. Student Records

Information is excepted from disclosure if it is in a student record at an educational institution funded wholly or partly by state revenue but shall be made available on the request of educational institution personnel; the student or student's parent/legal guardian/spouse; or a person conducting a child abuse investigation. TEX. GOV'T CODE ANN. § 552.114.

N. Birth and Death Records

A birth or death record maintained by the bureau of vital statistics of the Texas Department of Health or a local registration official is excepted from disclosure, except that a birth record is public information after the 75th anniversary of the date of birth; a death record is public on and after the 25th anniversary of the date of death; a general birth/death index or summary birth/death index is public information unless the fact of an adoption or paternity determination can be revealed by the index. A birth or death record is available to the chief executive officer of a home-rule municipality under certain circumstances. TEX. GOV'T CODE ANN. § 552.115.

O. Audit Working Papers

Generally, an audit working paper of an audit of the state auditor or a state agency or an institution of higher education, a county, a municipality or a school district is excepted from disclosure. TEX. GOV'T CODE ANN. § 552.116 (Vernon Supp. 2010).

P. Certain Addresses, Telephone Numbers, Social Security Numbers, and Personal Family Information

Information that relates to the home address, home telephone number, or social security number, or reveals whether the person has family members is excepted from disclosure if it relates to a current or former official or employee of a governmental body; a peace officer; a security officer commissioned under section 51.212 of the Education Code; a current or former employee of the Texas Department of Criminal Justice; a reserve law enforcement officer, a commissioned deputy game warden, a corrections officer who was killed in the line of duty; a commissioned security officer as defined by section 1702.002 of the Occupations Code; an officer or employee of a community supervision and corrections department. TEX. GOV'T CODE ANN. § 552.117 (Vernon Supp. 2010).

Section 552.117 must be read with 552.024, which requires employees of governmental bodies to choose whether to allow access to the information in the custody of the governmental body that relates to their home address, home telephone, or that reveals whether they have family members. Thus, employees are required to inform the main personnel officer of their choice in a signed writing within 14 days of (1) the beginning of employment; (2) the official is elected or appointed; or (3) the former employee or official ends service with the governmental body.

Q. Confidentiality of Addresses, Telephone Numbers, Social Security Numbers, and Personal Family Information of Peace Officers, County Jailers, Security Officers, and Employees of Texas Department Criminal Justice

Information that relates to the home address, home telephone number or social security number of a peace officer, county jailer, employee of the Texas Department of Criminal Justice, a commissioned security officer, employees of a district attorney, county attorney or municipal attorney whose jurisdiction includes any criminal law or child protective services matters is confidential and may not be disclosed if the individual chooses to restrict access and notifies the governmental body of the individual's choice on a form provided by the governmental body, accompanied by evidence of the individual's status. A choice made under this exception remains valid until rescinded in writing by the individual. TEX. GOV'T CODE ANN. § 552.1175 (Vernon Supp. 2010).

R. Triplicate Prescription Form

Information on or derived from an official prescription form filed with the director of the Department of Public Safety under section 481.075 of the Health and Safety Code or collected under section 481.075 is excepted from disclosure. TEX. GOV'T CODE ANN. § 552.118. This exception applies to health practitioners who prescribe controlled substances and are required to provide forms containing information about the prescription that are sent to the Department of Public Safety.

S. Photographs of Peace Officers

A photograph of a peace officer is excepted from disclosure unless the officer is under indictment or charged with an offense by information; the officer is a party in a civil service hearing or a case in arbitration or the photograph is introduced as evidence in a judicial proceeding. TEX. GOV'T CODE ANN. § 552.119 (Vernon Supp. 2010).

T. Rare Books and Original Manuscripts

Generally, a rare book or original manuscript that was not created or maintained in the conduct of official business of a governmental body and that is held by a private or public archival and manuscript repository for the purpose of historical research is excepted from disclosure. TEX. GOV'T CODE ANN. § 552.120.

U. Certain Documents Held for Historical Research

Generally, an oral history interview, personal paper, unpublished letter, or organizational record of a nongovernmental entity that was not created or maintained in the conduct of official business of a governmental body and that is held by a private or public archival and manuscript repository for the purpose of historical research is excepted from disclosure. TEX. GOV'T CODE ANN. § 552.121.

V. Test Items

A test item developed by an educational institution that is funded wholly or in part by state revenue and a test item developed by a licensing agency or governmental body is excepted from disclosure. TEX. GOV'T CODE ANN. § 552.122.

W. Names of Applicants for Chief Executive Officer of Institutions of Higher Education

The name of an applicant for the position of chief executive officer of an institution of higher education is excepted from disclosure, except that the governing body of the institution must give public notice of the name or names of the finalists being considered for the position at least 21 days before the date of the meeting at which final action or vote is to be taken on the employment of the person. TEX. GOV'T CODE ANN. § 552.123.

X. Records of Library or Library System

A record of a library or library system supported in whole or in part by public funds that identifies a person who requested, obtained, or used a library material or service is excepted from disclosure, unless disclosure is reasonably necessary for the operation of the library and the record is not confidential under other law; disclosure to law enforcement or a prosecutor under a court order or subpoena obtained after a showing to a district court that disclosure of the record is necessary to protect public safety or the record is evidence of an offense or constitutes evidence that a person committed an offense. TEX. GOV'T CODE ANN. § 552.124.

Y. Certain Audits

Documents or information privileged under the Texas Environmental, Health, and Safety Audit Privilege Act are excepted from disclosure. TEX. GOV'T CODE ANN. § 552.125.

Z. Name of Applicant for Superintendent of Public School District

The name of an applicant for position of superintendent of a public school district is excepted from disclosure, except that the board of trustees must give public notice of the name or names of the finalists being considered for the position at least 21 days before the date of the meeting at which a final action or vote is to be taken. TEX. GOV'T CODE ANN. § 552.126.

AA. Personal Information Relating to Participants in Neighborhood Crime Watch Organization

Information is excepted from disclosure if the information identifies a person as a participant in a neighborhood crime watch organization and relates to the name, home address, business address, home telephone number, or business telephone number of the person. TEX. GOV'T CODE ANN. § 552.127.

BB. Certain Information Submitted by Potential Vendor or Contractor

Information submitted by a potential vendor or contractor to a governmental body in connection with an application for certification as a historically underutilized or disadvantaged business is excepted from disclosure. The information may be disclosed to a state or local entity only for use relating to verifying an applicant's status as a historically underutilized or disadvantaged business or to conduct a study of a public purchasing program established under state law or with written permission of the applicant. TEX. GOV'T CODE ANN. § 552.128.

CC. Motor Vehicle Inspection Information

A record created during a motor vehicle emissions inspection that relates to an individual vehicle or the owner of the vehicle is excepted from disclosure. TEX. GOV'T CODE ANN. § 552.129.

DD. Motor Vehicle Records

Information relating to a motor vehicle driver's license or permit issued by the state; a motor vehicle title or registration; or a personal identification document is excepted from disclosure. TEX. GOV'T CODE ANN. § 552.130.

EE. Information Relating to Economic Development Negotiations

Information is excepted from disclosure if it relates to economic development negotiations between a governmental body and a business prospect and the information involves the business prospect's trade secret or commercial or financial information. This exception does not apply to information about a

financial or other incentive being offered to the business prospect after an agreement is made with the business prospect. TEX. GOV'T CODE ANN. § 552.131.

FF. Crime Victim or Claimant Information

Information is excepted from disclosure if it relates to the name, social security number, address, or telephone number of a crime victim or claimant who has filed an application for compensation and elected in writing not to allow public access to the information. If the crime victim or claimant is awarded compensation under Section 56.34, Code of Criminal Procedure, the amount of the compensation and the name of the victim are not excepted from disclosure. TEX. GOV'T CODE ANN. § 552.132 (Vernon Supp. 2010).

GG. Public Power Utility Information Relating to Competitive Matters

Certain information relating to competitive matters among public power utility companies is excepted from disclosure. *See* TEX. GOV'T CODE ANN. § 552.133.

HH. Certain Information Relating to Inmate of Department of Criminal Justice

Information about an inmate confined in a facility operated by or under a contract with the Texas Department of Criminal Justice is subject to disclosure if it relates to the inmate's name, identification number, age, birthplace, department photograph, physical description, general state of health, nature of an injury or critical illness suffered; the inmate's assigned unit or date on which the unit received the inmate unless release would violate federal confidentiality laws regarding substance abuse treatment. TEX. GOV'T CODE ANN. § 552.134.

II. School District Informers

The name of a student or former student or an employee or former employee who furnishes a report of another person's possible violation of criminal, civil, or regulatory law to the school district or the proper regulatory authority is not subject to disclosure, unless they consented to disclosure or they participated in the alleged violation. TEX. GOV'T CODE ANN. § 552.135.

JJ. Family Violence Shelter Center and Sexual Assault Program Information

Information maintained by a family violence shelter center or sexual assault program is excepted from disclosure if it relates to (1) the home address, home

telephone, or social security number of an employee, volunteer worker, client, private donor, or member of the board of directors of a family violence shelter or sexual assault program; (2) the location or physical layout of a family violence shelter; and (3) the provision of services provided by the shelter. A governmental body may redact information under (1) above from any information the governmental body discloses without requesting a decision from the attorney general. TEX. GOV'T CODE ANN. § 552.138 (Vernon Supp 2010).

KK. Government Information Related to Security Issues for Computers

Information is excepted from disclosure if it relates to computer network security or to the design, operation, or defense of a computer network. TEX. GOV'T CODE ANN. § 552.139.

LL. Confidentiality of Credit Card, Debit Card, Charge Card, and Access Device Numbers.

A credit card, debit card, charge card, or access device number that is collected, assembled, or maintained by or for a governmental body is confidential. TEX. GOV'T CODE ANN. § 552.136.

MM. Confidentiality of Certain E-Mail Addresses

An e-mail address of a member of the public that is provided for the purpose of communicating electronically with a governmental body is confidential and not subject to disclosure, unless the member of the public affirmatively consents to its release. TEX. GOV'T CODE ANN. § 552.137. However, the following email addresses are all public information: a government employee's work email address; a business' general email address or website address; the email address of a person who has a contractual relationship with the governmental body; the email address provided to the governmental body by a vendor seeking to contract with the governmental body; an email address contained in a response for a request for bids or proposals ; and the email address provided to the governmental body on letterhead, coversheets, or printed documents made available to the public.

NN. Texas No-Call List

The Texas no-call list, and any information provided to or received from the administrator of the national do-not-call registry maintained by the United States government, is excepted from disclosure. *Id.* at § 552.145.

OO. Information in Application for Marriage License

For marriage licenses applications filed with the county clerk on or after September 1, 2003, information in the application that relates to the social security number of an individual, including information in an application on behalf of an absent applicant and the affidavit of an absent applicant, or is on a document submitted with an application for a marriage license is confidential and may not be disclosed by the county clerk to the public. Additionally, if the county clerk receives a public information request for a marriage license, the county clerk shall redact the portion of the application that contains an individual's social security number and release the remainder of the information in the application. *Id.* at § 552.141.

PP. Social Security Number of Living Person

The social security number of a living person is confidential. A governmental body may redact the social security number of a living person from any information the governmental body discloses without the necessity of requesting a decision from the Attorney General. *Id.* at § 552.147.

VIII. PENALTIES

An officer for public information or the officer's agent commits a misdemeanor offense if with criminal negligence the officer or agent fails or refuses to give access to or provide copies of public information as required by the Act. The punishment is a fine not over \$1,000 and/or confinement in the county jail for not more than six months.

Commissioners Court Agenda

Harris County Commissioners Court has approved 24 meeting dates for 2011; and these dates are posted on the county's website. In accordance with the Open Meetings Act, the county clerk posts notices of the meetings outside the courtroom, which is located on the 9th floor of the County Administration Building. The Court meets on Tuesday at 10:00 AM.; and the court's agenda is available for viewing on-line.

Each elected and appointed county official is responsible for sending letters to Dr. Raycraft, the director of management services, requesting that specific budget or policy items be placed on commissioners court agenda. The **deadline** for submission of a county department's agenda items to be considered for approval by commissioners court is **Wednesday at 9:00 A.M.** preceding the Tuesday meeting. The budget office will send an email to each department to remind you of the deadline to submit agenda items. Attached are examples of typical agenda letters.

Majors, Curtrina (CAO)**From:** Silva, Lucinda (Budget Office)**Sent:** Wednesday, November 24, 2010 3:47 PM

To: Abbott, Gail (Commissioner Pct. 3); Armendariz, Martin (JP); Assiff, Connie (PHES); Austin, Mike (Budget Office); Becker, Paul (CSC); Bostick, Susan (IFS); Bowman, Clay (DCA); Branner, Keith (Fleet Services); Broussard, Sandra (JP); Brown, Gail (PTS); Burran, Carolyn (JP); Carrizal, Shain (HRRM); Carrizales, Araceli (DCO); Cervantes, Hilda (JP); Chow, Hannah (HCDA); Cisne, Monica (CSD); Co, Gloria (JP); Collins, Vickie (Purchasing); Coogler, Michele (Fire Marshal's Office); Costello, Jeri (Constable Precinct 1); Couchene, Heather (Budget Office); Covelli, Christine (Domestic Relations); Daniels, Mary (IFS); Dartez, Melissa (DCA); Davidson, Tammie (ITC); De La Rosa, Ruth (Right-of-Way); Deasy, Rebecca (Ag Ext); Downing, Jack (DCO); Drouet, Lindsey (HCOHSEM); Dunn, Linda (Constable Precinct 5); Duran, Vicki (Tax Office); Ewing, Roberta (Constable Precinct 7); Fisher, Helen (HCTRA) (Toll Road Authority); Flores, Rosie (ITC); Frazier, Angela (HCOHSEM); Garcia, Beatrice (JP); Garner, Karen (OLR); Geronimo, Jorge (Purchasing); Goldberg, Carolyn (Flood Control); Goldberg, Rhoda (HCPL); Gorman, Ian (Budget Office); Halbardier, Donna (JP); Henderson, Joanye (ComPct4); Herbert, Sheryl (Engineering); Hernandez, Gloria (FPM); Hernandez, Taffy (HCTRA) (Toll Road Authority); Hightower, Kimberly (Probate Courts); Hill, Vienda (Law Library); Hirling, Terri (PHES); Hosford, Monica (Financial Services); Jackson, William (Budget Office); Jagnanan, Deanise (Probate Courts); Johnson, Lindsey (HRRM); Johnson, Sheritta (JP); Keels, Kerri Lea (JP); Kelly-Glover, Beth (JP); Kimble, Andrea (FPM); Kimble, Ross (HCJPD); Kirk, Ulonda (Tax Office); Lafleur, Sandra (JP); Langlois, Linda (Treasurer's Office); Levine, Joel (CPS); Lewandowski, Cheryl (HCDA); Lewis, Marilyn (Probate Courts); Lindsey, Irene (Constable Precinct 3); Lonon, Debbie (DCA); Love, Karen (HCHA); 'lreece@reliantpark.com'; Luhn, Kathy (County Judge's Office); Majors, Curtrina (CAO); Maltos, Tina (HRRM); McCullough, Karinne; McDonald, Maureen (CCO); McIntosh, Kelly; Mims, Sonny (Sheriff's Civil Service Comm.); Mireles, Carmen (Commissioner Precinct 2); Moore, Diane R. (FPM); Moreno, Gloria (Commissioner Precinct 2); Neely, Pam (JP); Ogden, Laura (JP); Pedraza, Blanca (Constable Pct 6); Perry, Matthew (Fire Marshal's Office); Pettway, Beverly (CPS); Preston, Rosanne (JP); Qureshi, Khurshid (Budget Office); Rashid, Amir (Budget Office); Rehman, Habib (CSC); Richard, Lori (County Judge's Office); Rodriguez, Lisa (DCA); Roppolo, Sheryl (JP); Roush, Sheila (CD4); Rowell, Martha (Auditors); Runge, Betsey (CAC); Sanchez, Gerri (CPS); 'scaraway@ag.tamu.edu'; Schmidt, Richard (JP); Scott, Liz (Constable Precinct 2); Seals, Pamela (Budget Office); Sexton, Stacey (Fire Marshal's Office); Simpson, David (Domestic Relations); Sisk, Cathy (OLR); Springer, Judy (Commissioner Pct 1); Stockwell, Renee (Probate Courts); Stubbs, Janet (HCPID); Suchadoll, Judy (Constable Pct. 8); Sukols, John (HCJPD); Sumner, Jim (CD4); Taylor, Sherry (JP); Townsend, Linda (Commissioner Pct. 3); Vasquez, Leo (Tax Office); Vu, Tom (JP); Warren, Paula (County Judge's Office); Washington, Dorothy (Commissioner Pct 1); Webb, Debra (Fleet Services); Wells, Ed (CCL); Wood, Melanie (HCJPD); Woodruff, Sis (JP); Ybarbo, Sylvia (JP); Yuran, Jack (Budget Office)

Subject: Reminder ALL items due by 9:00 a.m. (Travel & Agenda items due-Wednesday, December 1st) (Grant agenda items due-Tuesday, November 30th)

Travel & Agenda items are due on or before **Wednesday, December 1st at 9:00 a.m.** If any items are ready please email/deliver them now.

- Travel agenda items need to be emailed to: travelagenda@hctx.net.
- Regular agenda items need to be hand delivered to our office with (1) original and (5) copies. Copies may be double-sided and stapled. If you have runners, have them drop off regular agenda items in our office, Suite 938 of the Administration Building and not on the 6th floor Mail Room.

Grant Agenda items are due on or before **Tuesday, November 30th at 9:00 a.m.** If any grant agenda items are ready please email/deliver them now.

- Grant agenda items need to be delivered directly to the Grant Section of Budget Management located at 1310 Prairie, Suite 530 in the Anderson-Clayton Building to

the attention of Ian Gorman.

Your cooperation is greatly appreciated. If you have any questions, please feel free to call or email. Thank you.

*Lucinda Silva, Administrative Coordinator
Management Services/Budget Office
Work 713-755-5113
eFax 713-437-5869*

DISCLAIMER: This message is intended for the sole use of the individual and entity to whom it is addressed, and may contain information that is privileged, confidential, and exempt from disclosure under applicable law. If you are not the intended addressee, nor authorized to receive for the intended addressee, you are hereby notified that you may not use, copy, or distribute to anyone the message or any information contained in the message. If you have received this message in error, please immediately advise the sender by reply email and delete the message. Thank you very much.

In Texas

Travel & Training Request

Date of Request: March 2, 2010

Department/Division: **County Clerk (515)**

Subject: County & District Clerks' Legal Education Conference

Event Dates: April 27 - 30, 2010

Location Within Harris County:

Location Out of Harris County: Round Rock, Texas

Person(s) to Attend: Chief Deputy

Reason: To attend the Co. & District Clerks' Legal Education Conference

Benefit to County: Education regarding County Clerk laws

Estimated Expense:

Fee: \$210.00

Meals: \$140.00

Air:

Car:

Hotel: \$350.00

Other: \$80.00 (Parking)

Total Cost: \$780

Funding Source: Org Key 10051501, Object Code 650300

General Fund Amount: **\$780.00**

Grant Fund Amount:

Other Source:

Total: **\$780.00**

Name of Grant:

Name of Other Source:

Vote of the Court:	Yes	No	Abstain
Judge Emmett	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Lee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Garcia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Radack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Eversole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Usage of the county issued vehicle is requested

Authorized by: Beverly B. Kaufman, County Clerk, Harris County, Texas

Presented to Commissioner's Court

MAR 09 2010

APPROVE G/E
Recorded Vol 205 Page 880

Co Clerk - copy

Aud - copy

Pur - copy



BEVERLY KAUFMAN COUNTY CLERK

June 9, 2010

Honorable County Judge & Commissioners' Court
1001 Preston, 9th Floor
Houston, TX 77002

Vote of the Court:	Yes	No	Abstain
Judge Emmett	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Lee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Garcia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Radack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Eversole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dear Members:

It is respectfully requested that authorization be granted to replace two (2) cellular phones and to purchase one (1) data package and airtime.

Funds are currently available to accommodate this request. Should you have any questions or require additional information, please do not hesitate to contact Maureen J. McDonald at 713-755-3558.

Sincerely,

Beverly B. Kaufman
Beverly B. Kaufman
County Clerk, Harris County, Texas

BBK/kjh

Attachment

cc: Barbara J. Schott, County Auditor

Presented to Commissioner's Court

JUN 22 2010
APPROVE G/E
Recorded Vol 267 Page 898

HARRIS COUNTY
MANAGEMENT SERVICES

10 JUN 15 PM 2:51

Co Clerk (Laura, Adrian, Joseph) - copy

ITC - copy

Aud - copy

Budget (Heather) - copy

201 Caroline, 4th Floor • P. O. BOX 1525 • HOUSTON, TX 77251-1525 • 713 / 755-6411
www.cclerk.hctx.net

CELLULAR TELEPHONE REQUEST

Pursuant to Harris County Accounting Procedure L.13, *Cellular Telephones*, or U.2, *Processing Telephone Bills*, as applicable, I am submitting this request for additions or deletions of cellular telephone allowances and/or county provided cellular telephones within my department.

Beverly B. Kayman

Official/Department Head Signature and Date

Beg. Pay Period
Effective Date

06/19/10

Dept. /
Div. Name: County Clerk

Dept. /
Div. #: 515

CELLULAR TELEPHONE ALLOWANCES

Note: All requests for new allowances, changes to previously approved allowances, and permanent deletions of allowances from the department, must be approved by Commissioners Court and sufficiently supported.

BEGINNING BALANCE:

ADD:

DELETE:

ENDING BALANCE:

\$30	\$40	\$50	Total
	3		3
			0
			0
0	3	0	3

COUNTY PROVIDED CELLULAR TELEPHONES

Note: All requests for county provided cellular telephones must be approved by Commissioners Court as exceptions to the cellular telephone allowance program and supported by attached justification. Permanent deletions of county provided cellular telephones must also be approved by Commissioners Court.

BEGINNING BALANCE:

ADD:

DELETE:

ENDING BALANCE:

Assigned	Multi- User/Pool	Total Cellular Phones
39	1,312	1,351
2		2
2		2
39	1,312	1,351



Harris County District Clerk

LOREN JACKSON

AGENDA ITEM

January 20, 2010

Honorable Commissioners Court
Harris County
1001 Preston, 9th Floor
Houston, Texas 77002

Vote of the Court:	Yes	No	Abstain
Judge Emmett	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Lee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Garcia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Radack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Eversole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

County Judge and Commissioners:

It is recommended that Commissioners' Court authorize the District Clerk's Office to request payment in the amount of \$740.97 to the Internal Revenue Service to cover costs incurred during the 2007 tax year as a result of funds disbursed from the District Clerk's Court Registry. Funds are available to cover this request. Upon Commissioners' Court approval, the District Clerk's Office will complete County Auditor's Form 1268 along with the necessary back-up documentation as required.

All supporting documentation is attached.

If you have any questions or need additional information, please contact Jack Downing at 713-755-5776. Thank you for your consideration.

Sincerely,

LOREN JACKSON
District Clerk

LJ/jd
attachments

Presented to Commissioner's Court

JAN 26 2010

APPROVE G/E
Recorded Vol 264 Page 1047

HARRIS COUNTY
MANAGEMENT SERVICES

10 JAN 20 AM 8:12

Dist Clerk - copy

And - copy



Department of the Treasury
Internal Revenue Service
OGDEN UT 84201-0039

For assistance, call:
1-800-829-0115

Notice Number: CP161
Date: December 21, 2009

Taxpayer Identification Number:
76-0618078
Tax Form: 945
Tax Period: December 31, 2007

000025.673157.0001.001 1 SP 0.440 960

HARRIS COUNTY TEXAS
HARRIS COUNTY DISTRICT CLERK REG
201 CAROLINE ST STE 400
HOUSTON TX 77002-1901995

0025

Request for Payment

Withholding Tax

Our records show you owe \$734.58 on your return for the above tax period. The penalty shown below is because your tax deposits were not made in sufficient amounts by the dates required.

What You Need to Do

Pay the amount you owe now by using one of the following methods. To avoid additional penalty and/or interest, we must receive your payment by January 11, 2010. The Electronic Federal Tax Payment System (EFTPS) is the preferred method to ensure your tax payments are on time and secure.

- **EFTPS**
 - If you are currently enrolled, go to www.eftps.gov or call 1-800-555-4477.
 - To learn more about EFTPS and other electronic payment options, including credit card payments, visit www.irs.gov keyword: e-pay.
- **Check or Money Order**
 - Make your check or money order payable to the **United States Treasury**;
 - Write your taxpayer identification number, tax form number, tax period, and your phone number on your payment; and
 - Mail your payment with the payment voucher located at the bottom of this notice in the enclosed envelope.

If you choose to pay by check or money order, please allow enough mailing time so that we receive your payment by January 11, 2010.

If you believe this notice is incorrect, please call us at 1-800-829-0115. When you call, please have your payment information and a copy of your return available. This information will help us find any payment you made that we haven't applied.

Tax Statement

Tax on Return
Total Credits

\$72,354.71
\$72,354.71-

Amount Previously Refunded to You	\$0.00
Overpayment	\$0.00
Penalty	\$734.58
Interest	\$0.00

Total Amount You Owe	\$734.58
----------------------	-----------------

If you are an employer required to withhold federal income, Social Security (or railroad retirement), and Medicare taxes from your employees' wages or salaries, you could be liable for certain unpaid federal taxes.

The following is a list of payments we have credited to your account for the above tax return and tax period:

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
02/23/2007	\$11,990.49	03/14/2007	\$6,374.03
04/10/2007	\$4,998.50	05/18/2007	\$6,753.19
06/06/2007	\$4,399.18	07/05/2007	\$5,106.06
08/03/2007	\$5,423.36	09/10/2007	\$6,145.05
10/09/2007	\$4,740.35	11/07/2007	\$4,705.11
12/07/2007	\$6,055.88	01/14/2008	\$5,663.51

For tax forms, instructions and information visit www.irs.gov. (Access to this site will not provide you with your specific taxpayer account information.)

Penalty and Interest

About Your Notice - The penalty and/or interest charges on your account are explained on the following pages. If you want a more detailed explanation of your penalties and interest, please call the telephone number listed on the top of this notice. You may call your local IRS telephone number if the number shown on your notice is a long-distance call for you. All days mentioned in the paragraphs below are calendar days, unless specifically stated otherwise.

Penalties: \$734.58

03 Penalty for Not Making a Proper Federal Tax Deposit \$734.58

We charged a penalty because you did not make a proper tax deposit. Common reasons why we charge this penalty are:

- You did not deposit your tax on time
- You did not deposit enough tax
- You paid your tax directly to IRS
- You deposited your tax to an unauthorized financial institution
- You did not deposit your tax electronically, as required by law

If you disagree with this penalty, see "Removal of Penalties" in this notice. For information about depositing taxes, see Publication 15 (Circular E), Employer's Tax Guide; or Publication 51 (Circular A), Agricultural Employer's Tax Guide.

(Internal Revenue Code section 6656)

The table below shows how we figured your penalty. We multiplied the rate times the amount due.

Due Date	Pymt Date	Days Late	Pymt Type	Rate	Amt Due	Penalty
02/15/2007	02/23/2007	8	FTD	5%	11,990.49	599.52
05/15/2007	05/18/2007	3	FTD	2%	6,753.19	135.06
Total Penalty:						734.58

Removal of Penalties

The law lets us remove or reduce penalties if you have reasonable cause or receive erroneous written advice from IRS.

Reasonable Cause

If you believe you have an acceptable reason why IRS should remove or reduce your penalties, send us a signed explanation. After we review your explanation, we will notify you of our decision. In some cases, we may ask you to pay the tax in full before we reduce or remove the penalty for paying late.

Erroneous Advice from IRS

We will remove your penalty if all the following apply:

1. You asked IRS for advice on a specific issue,
2. You gave IRS complete and accurate information,
3. You received advice from IRS,
4. You relied on the advice IRS gave you, and
5. You were penalized based on the advice IRS gave you.

To request removal of the penalty because of erroneous advice from IRS, you should do the following: (1) complete Form 843, *Claim for Refund and Request for Abatement*; and (2) send it to the IRS Service Center where you filed your return.

The law allows you to tell the IRS where to apply your deposits within the tax return period with a deposit penalty. You have 90 days from the date of the correspondence you received showing the deposit penalty to contact the IRS if you want to specify where to apply your deposits.

The law also allows the IRS to remove the deposit penalty if: (1) the penalty applies to the first required deposit after a required change to your frequency of deposits, and (2) you file your employment tax returns by the due date.

Seq. No.: A0047102

CP: 161

TIN: 76-0618078

Form: 945

Tax Period: December 31, 2007

0025



CUT HERE

Return this voucher with your payment or correspondence.

Your Telephone Number:

Best Time to Call:

() _____

_____ AM _____ PM

Amount you owe: \$734.58

- You will avoid additional penalties and/or interest if we receive your full payment by **January 11, 2010**

☐ **Amount enclosed: \$ _____**

- Make payable to United States Treasury
- Write Taxpayer Identification Number, tax period and tax form number on payment

☐ **Correspondence enclosed**

TE 200949 03

29144-325-00151-9

161 Internal Revenue Service
OGDEN UT 84201-0039

HARRIS COUNTY TEXAS
HARRIS COUNTY DISTRICT CLERK REG
201 CAROLINE ST STE 400
HOUSTON TX 77002-1901995



760618078 AW HARR 16 2 200712 670 00000073458



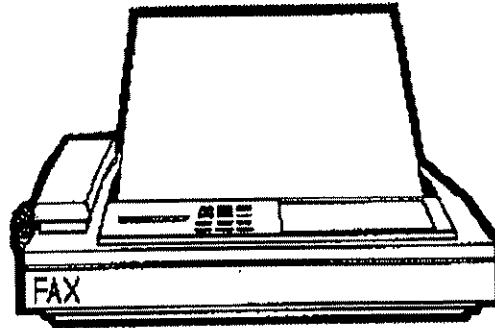
FAX COVER SHEET

Date: 01/15/2010

Name: L DUQUE JR

Phone #: 713/755-7947

Fax #: 713/755-9408



From: Internal Revenue Service
Electronic Tax Administration
e-services
Transcript Delivery System
Philadelphia, PA 19255

Message: We've enclosed the transcript or transcripts that you requested on January 15, 2010.

of Pages including this cover sheet: 2

CONFIDENTIALITY NOTICE

THIS COMMUNICATION IS INTENDED FOR THE SOLE USE OF THE INDIVIDUAL TO WHOM IT IS ADDRESSED AND MAY CONTAIN INFORMATION THAT IS PRIVILEGED, CONFIDENTIAL, AND EXEMPT FROM DISCLOSURE UNDER APPLICABLE LAW. IF THE READER OF THIS COMMUNICATION IS NOT THE INTENDED RECIPIENT OR THE EMPLOYEE OR AGENT FOR DELIVERING THE COMMUNICATION TO THE INTENDED RECIPIENT, YOU ARE HEREBY NOTIFIED THAT ANY DISSEMINATION, DISTRIBUTION, OR COPYING OF THIS COMMUNICATION MAY BE STRICTLY PROHIBITED. IF YOU HAVE RECEIVED THIS COMMUNICATION IN ERROR, PLEASE NOTIFY THE SENDER IMMEDIATELY BY TELEPHONE CALL (800/829-4933), AND RETURN THE COMMUNICATION AT THE ADDRESS ABOVE VIA THE UNITED STATES POSTAL SERVICE. THANK YOU.

PAYOFF CALCULATOR

Name: HARRIS COUNTY TEXAS SSN: 76-0618078

Calculation Result Based on INTST

MFT	Tax Period	Assessed Tax/Penalty	03/10/2010 (Target Date)			04/09/2010 (Target Date + 30 Days)			IDRS Hold Conditions
			Total FTP	Total Interest	Balance	Total FTP	Total Interest	Balance	
16	200712	734.58	0.00	6.39	740.97	0.00	8.83	743.41	

[Print](#)
[Close](#)



LEO VASQUEZ

Harris County Tax Assessor - Collector
www.hctax.net

Vote of the Court:

Judge Emmett
Comm. Lee
Comm. Garcia
Comm. Radaack
Comm. Eversole

Yes

No

Abstain

Presented to Commissioner's Court

JAN 12 2010

APPROVE

Recorded Vol 224 Page 831-836

January 12, 2010

Upon motion of Commissioner

GARCIA

seconded by Commissioner

Lee duly put and carried; it is ordered that the Ad Valorem Tax and any interest due and payable on refunds on the account numbers listed below be refunded and paid as follows:

YEAR	ACCOUNT #	AMOUNT	NAME	EXPLANATION
2008	039-306-000-0014	20,031.33	Gary A. King	Overpayment -
2008	065-027-001-0018 *	2,922.65	Mario Mata	Overpayment
2008	091-162-000-0001	19,343.25	Moncor Tax Advisors Inc.	Overpayment
2005	120-471-001-0001	13,862.43	Abbott Properties LLC	Overpayment
2009	123-064-002-0068 *	2,962.51	Real Title Services LLC	Overpayment
2008	125-529-001-0038 *	3,522.10	D'Ann Kathleen Long	Overpayment
2006	005-146-000-0001	17,647.22	Arkema Inc.	Adjustment - Value Decreased
2006	209-550-040-0000 *	2,529.09	Dimare Fresh Inc.	Adjustment - Value Decreased
2006	210-516-470-0000 *	3,009.97	E Property Tax	Adjustment - Value Decreased
2008	074-087-001-0001	9,562.93	4295/4299 San Felipe Assoc.	Adjustment - Value Decreased
2008	074-087-001-0013 *	3,233.99	4295/4299 San Felipe Assoc.	Adjustment - Value Decreased
2008	104-089-000-0002	12,618.50	4545 Associates LP	Adjustment - Value Decreased
2007	107-329-000-0011 *	3,454.85	Baker-Orr West Oaks Ltd.	Adjustment - Value Decreased
2008	107-239-000-0011	5,149.24	O N Baker Etal	Adjustment - Value Decreased
2006	207-097-450-0000 *	2,980.23	Pilgrim's Pride Corporation	Adjustment - Value Decreased
2006	202-164-210-0000 *	3,690.09	Ptax CoE / GE Capital Solutions	Adjustment - Value Decreased
2006	204-917-310-0000	33,862.01	CIT Group Inc.	Adjustment - Value Decreased
2006	210-166-270-0000 *	4,794.28	Sterling National Bank	Adjustment - Value Decreased
2008	033-238-032-0007 *	2,612.03	HSBC Bank USA NA	Overpayment
2009	042-165-001-0020	8,245.10	Teri V. Rodgers	Overpayment
2008	060-035-003-0023 *	3,384.97	Hardee Eric P.	Overpayment
2008	065-027-004-0036 *	3,646.46	National City Mortgage	Overpayment
2008	091-429-000-0020	7,105.69	Knox Marian A.	Overpayment
2009	127-987-002-0003 *	3,749.62	CTC Title Holding Company	Overpayment
2008	205-675-840-0000	20,188.44	Fifth Third Bank	Overpayment

Tax ofc. copy

1001 Preston • Suite 100 • Houston, Texas 77002 • (713) 368-2500 • Fax (713) 368-2699

Dual - copy

367



LEO VASQUEZ

Harris County Tax Assessor - Collector
www.hctax.net

YEAR	ACCOUNT #	AMOUNT	NAME	EXPLANATION
2007	208-015-970-0000 *	4,924.06	TGS-NOPEC Geophysical Company LP	Overpayment
2006	020-262-000-0016 *	4,121.50	Semasys	Adjustment - Value Decreased
2007	050-226-000-0009 *	3,330.71	Helene Antoinette A. Siegler	Overpayment
2008	129-053-003-0036	5,004.20	Lynch Timothy C. & Lisa M.	Overpayment
2006	073-100-075-0024 *	4,711.26	Ilsa Pena-Bonham	Overpayment
2008	083-373-000-0054 *	2,675.86	Oleta Wood	Overpayment
2008	111-935-000-0016	8,194.53	BAC Tax Services Corporation	Overpayment
2008	112-364-000-0006 *	3,600.05	BAC Tax Services Corporation	Overpayment
2008	115-795-003-0007 *	3,441.64	BAC Tax Services Corporation	Overpayment
2008	121-640-003-0033 *	4,100.71	Citimortgage, Inc.	Overpayment
2007	127-089-001-0002 *	2,647.43	PLV Investments, Inc.	Overpayment
2008	123-842-001-0001	5,843.63	Autozone, Inc.	Adjustment - Value Decreased
2008	040-161-000-0033	6,978.35	Guardian 3300 S. Gessner, LLC	Adjustment - Value Decreased
2008	109-387-000-0002	5,439.22	Guardian 3300 S. Gessner, LLC	Adjustment - Value Decreased
2007	101-007-000-0004	7,586.15	The Winrock, Ltd.	Adjustment - Value Decreased
2008	101-007-000-0004	8,782.48	The Winrock, Ltd.	Adjustment - Value Decreased
2008	114-796-002-0001	9,846.47	Post Oak Park, L.P.	Adjustment - Value Decreased
2007	114-796-004-0001	109,236.50	Post Oak Park, L.P.	Adjustment - Value Decreased
2008	114-796-004-0001	17,914.23	Post Oak Park, L.P.	Adjustment - Value Decreased
2008	114-797-000-0009	31,864.25	Sessan Woodbranch, Inc.	Adjustment - Value Decreased
2008	114-797-000-0010	31,609.33	Sessan Woodbranch, Inc.	Adjustment - Value Decreased
2007	115-204-000-0001	16,044.39	DFS Hartford, LLC	Adjustment - Value Decreased
2008	041-056-000-0066	9,680.03	SRL Properties-Houston Ltd.	Overpayment
2006	117-457-006-0002	6,349.57	Eldridge Center LLC	Overpayment
2008	119-006-001-0001	56,814.62	American Multi-Cinema Inc.	Overpayment
2008	120-200-010-0018	7,427.28	Vericrest Financial	Overpayment
2008	021-157-000-0033	31,026.19	Surya Chakara LP	Adjustment - Value Decreased
2008	040-110-000-0014	6,914.93	Vernon M. Frank, Inc.	Adjustment - Value Decreased
2008	044-092-000-0140	16,416.35	CNC Bhavan LP	Adjustment - Value Decreased
2008	045-001-000-0022	64,985.28	CNC Investments	Adjustment - Value Decreased
2008	045-138-001-0063	26,498.83	Lakeside Commons LP	Adjustment - Value Decreased
2008	060-129-000-0009	13,968.66	Paul F. Barnhart Jr.	Adjustment - Value Decreased
2008	106-123-000-0001	24,148.64	Patamata Thota LP	Adjustment - Value Decreased
2008	113-763-000-0009	8,960.72	KC Champions Parke LP	Adjustment - Value Decreased



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YEAR	ACCOUNT #	AMOUNT	NAME	EXPLANATION
2007	114-616-003-0079	8,355.85	Storage Choice Stafford Ltd.	Adjustment - Value Decreased
2008	114-630-000-0006	345,344.53	Granite Wesleyan Partners Ltd.	Adjustment - Value Decreased
2008	115-017-000-0808	8,610.06	SWP Remic Properties II LP	Adjustment - Value Decreased
2008	116-891-000-0003	12,473.60	Cobalt Industrial REIT II	Adjustment - Value Decreased
2008	120-445-001-0001	32,499.95	KC Stonegate Apts. LP	Adjustment - Value Decreased
2008	121-067-001-0001	6,940.17	Williams Carl Jr.	Adjustment - Value Decreased
2008	122-107-001-0001	14,031.77	PMT Partners XI Ltd.	Adjustment - Value Decreased
2008	129-254-001-0001	12,491.27	Westpark 8 Property LP	Adjustment - Value Decreased
2008	069-044-009-0287	18,927.73	6250 Westpark, L.P.	Adjustment - Value Decreased
2008	114-843-005-0001	12,262.63	Rothway Stonington Partners, Ltd.	Adjustment - Value Decreased
2008	012-115-000-0005	24,468.51	Hale Associates/Billy Hale	Adjustment - Value Decreased
2008	045-029-000-0020	7,571.10	Hale Associates/Billy Hale	Adjustment - Value Decreased
2007	041-051-001-0021	6,852.78	Bender Square Partners	Adjustment - Value Decreased
2008	041-051-001-0021	11,307.24	Bender Square Partners	Adjustment - Value Decreased
2008	115-248-001-0006	51,767.32	Canfield Houston L.P.	Adjustment - Value Decreased
2008	115-248-001-0009	63,271.16	Canfield Houston L.P.	Adjustment - Value Decreased
2008	118-025-001-0001	22,474.71	NP SSP Baybrook LLC	Adjustment - Value Decreased
2007	011-137-000-0108	9,520.08	New Millennium Houston Property Investment	Adjustment - Value Decreased
2008	036-177-000-0007	63,868.88	CHCA Clear Lake LP	Adjustment - Value Decreased
2008	042-087-000-0233	5,206.13	Diga Valli Corporation	Adjustment - Value Decreased
2008	042-196-000-0037	44,780.96	Janma Bhumi LP	Adjustment - Value Decreased
2008	045-140-005-0105	36,467.47	HCD Houston Corporation	Adjustment - Value Decreased
2008	056-163-000-0014	6,165.35	M S N Properties	Adjustment - Value Decreased
2008	101-339-000-0001	18,160.99	MNC Spring Shadows Apartments LP	Adjustment - Value Decreased
2008	107-644-000-0001	5,593.78	Neredu Paya LP	Adjustment - Value Decreased
2008	114-298-001-0006	31,226.98	Hartman Gulf Plaza 1 LLC	Adjustment - Value Decreased
2008	114-937-002-0002	9,645.15	Neelima Corporation	Adjustment - Value Decreased
2008	115-084-000-0003	18,819.75	BNC South Loop Associates LP	Adjustment - Value Decreased
2008	119-512-001-0001	28,682.68	KC Palms LLC	Adjustment - Value Decreased
2008	119-715-001-0001	59,517.24	YPI 1700 W Loop LLC	Adjustment - Value Decreased
2008	121-067-001-0002	5,047.40	Plantation Construction Co., Inc.	Adjustment - Value Decreased
2008	122-035-001-0002	14,957.76	MNC Medical Property Ltd.	Adjustment - Value Decreased
2008	122-191-001-0001	29,318.94	SP Midtown Ltd.	Adjustment - Value Decreased
2006	064-234-000-0027	19,058.87	Wentwood St. James LP	Adjustment - Value Decreased



LEO VASQUEZ

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YEAR	ACCOUNT #	AMOUNT	NAME	EXPLANATION
2006	104-605-000-0001	13,992.45	Wentwood St. James LP	Adjustment - Value Decreased.
2008	022-242-000-0048	23,679.44	I-45 North Trust	Adjustment - Value Decreased
2008	046-162-000-0013	8,484.72	Almeda Gardens LLC	Adjustment - Value Decreased
2007	074-071-014-0008	25,999.20	HAH Law Street Ltd	Adjustment - Value Decreased
TOTAL		<u>\$ 1,923,041.63</u>		

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11/11/2010

Recommended by:

[Handwritten signature of Leo Vasquez]

Leo Vasquez, Tax Assessor-Collector

* NOTE: Checks printed after the final 2009 Commissioners Court meeting on December 22, 2009, but prior to the \$5,000 and over policy becoming effective in January 2010.



LEO VASQUEZ

Harris County Tax Assessor - Collector
www.hctax.net

March 1, 2010

Honorable Commissioners Court
9th Floor, Administration Building
Houston, Texas 77002

Vote of the Court:	Yes	No	Abstain
Judge Emmett	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Lee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Garcia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Radaack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Eversole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Court Members:

We would appreciate your approval for payment of the quarterly 2010 assessment billing for Harris County in the amount of \$2,289,969.00 and for Harris County Flood Control in the amount of \$161,918.00 for services rendered.

Respectfully submitted,

Leo Vasquez
Tax Assessor-Collector
Harris County, Texas

cc: 5 copies to Commissioners Court

Presented to Commissioner's Court

MAR 09 2010

APPROVE G/E
Recorded Vol 2105 Page 850

10 MAR -3 AM 8:51
HARRIS COUNTY
MANAGEMENT SERVICES

Tax Office - copy

1001 Preston • Suite 100 • Houston, Texas 77002 • (713) 368-2500 • Fax (713) 368-2699

Aud - copy

Rauckhoff - copy



Harris County Appraisal District

BUDGET AND FINANCE DIVISION
ACCOUNTS RECEIVABLE
13013 NORTHWEST FWY
PO BOX 920975
HOUSTON, TX 77292-0975
PHONE 713-957-7470
FAX 713-957-7410

INVOICE DATE: 02/14/10
INVOICE #: 20100092
CUSTOMER #: 40
DUE DATE: 03/31/10
AMOUNT DUE: 2,289,969.00

AMOUNT PAID: _____

HARRIS COUNTY
ATTN: CHELY MARTINEZ PROCUREMENT MANAGER

1001 PRESTON 2ND FLR SUITE 210
HOUSTON TX 77002

DETACH HERE - RETAIN BOTTOM PORTION FOR YOUR RECORDS.

TERMS: DUE IN 45 DAYS

J2	10 2ND QUARTER ASSESSMENT	2,289,969.00
	SUBTOTAL	2,289,969.00
	TOTAL INVOICE	2,289,969.00 =====

* PENALTY AND INTEREST APPLY IF
NOT PAID BY DUE DATE.
SEC. 6.06(e), TEXAS PROPERTY TAX CODE

MAIL TO :
HARRIS COUNTY APPRAISAL DISTRICT
BUDGET AND FINANCE DIVISION
ACCOUNTS RECEIVABLE
PO BOX 920975
HOUSTON, TX 77292-0975

CUSTOMER #: 40 INVOICE #: 20100092 DUE DATE: 03/31/10



Harris County Appraisal District

BUDGET AND FINANCE DIVISION
ACCOUNTS RECEIVABLE
13013 NORTHWEST FWY
PO BOX 920975
HOUSTON, TX 77292-0975
PHONE 713-957-7470
FAX 713-957-7410

INVOICE DATE: 02/14/10
INVOICE #: 20100093
CUSTOMER #: 41
DUE DATE: 03/31/10
AMOUNT DUE: 161,918.00

AMOUNT PAID: _____

HARRIS COUNTY FLOOD CONTROL
ATTN: CHELY MARTINEZ PROCUREMENT MANAGER

1001 PRESTON 2ND FLR STE 210
HOUSTON TX 77002-1817

DETACH HERE - RETAIN BOTTOM PORTION FOR YOUR RECORDS.

TERMS: DUE IN 45 DAYS

J2	10 2ND QUARTER ASSESSMENT	161,918.00
	SUBTOTAL	161,918.00
	TOTAL INVOICE	161,918.00 =====

* PENALTY AND INTEREST APPLY IF
NOT PAID BY DUE DATE.
SEC. 6.06(e), TEXAS PROPERTY TAX CODE

MAIL TO :
HARRIS COUNTY APPRAISAL DISTRICT
BUDGET AND FINANCE DIVISION
ACCOUNTS RECEIVABLE
PO BOX 920975
HOUSTON, TX 77292-0975

CUSTOMER #: 41 INVOICE #: 20100093 DUE DATE: 03/31/10

HARRIS COUNTY APPRAISAL DISTRICT

[illegible]

HARRIS COUNTY APPRAISAL DISTRICT 2ND QUARTER 2010 ALLOCATION

	TAXING UNIT	TAXABLE VALUE AS OF 1/28/2010	2009 TOTAL TAX RATE	2009 TOTAL LEVY	2009 FROZEN LEVY LOSS	2009 ADJ. LEVY FOR CALC.	2010 ALLOCATION RATIO	2010 BUDGET ALLOCATION	1ST QTR 2010 BILLING	2ND QTR 2010 BILLING	3RD QTR 2010 BILLING	4TH QTR 2010 BILLING
74	PASADENA, CITY OF	\$5,008,084,453	0.562000	32,630,082	0	32,630,082	0.0043637448	288,935	68,823	68,823	68,823	68,823
75	PINEY POINT VILLAGE, CITY OF	\$1,704,889,802	0.215140	3,688,050	0	3,688,050	0.0004805423	30,007	7,453	7,453	7,454	7,453
76	SEABROOK, CITY OF	\$324,858,982	0.813409	5,121,088	0	5,121,088	0.0008848828	41,884	10,142	10,584	10,584	10,584
77	SHOREACRES, CITY OF	\$81,176,748	0.884284	717,808	0	717,808	0.000959882	5,872	1,582	1,582	1,583	1,582
78	SOUTH HOUSTON, CITY OF	\$488,228,410	0.873180	3,363,881	0	3,363,881	0.0004485248	27,437	6,838	6,866	6,867	6,866
79	SOUTH HOUSTON, CITY OF	\$508,669,704	0.347833	1,763,080	0	1,763,080	0.0002357807	14,423	3,886	3,578	3,578	3,578
80	SPRING VALLEY, CITY OF	\$341,458,282	0.639760	3,482,324	0	3,482,324	0.0004630288	28,324	7,440	6,982	6,982	6,981
81	SPRING VALLEY, CITY OF	\$339,784,188	0.348788	1,178,365	0	1,178,365	0.0001576872	8,640	2,457	2,384	2,385	2,384
82	TAYLOR LAKE VILLAGE, CITY OF	\$1,164,870,747	0.251455	2,903,477	0	2,903,477	0.0003882831	23,762	5,998	5,918	5,918	5,918
83	TOMBALL, CITY OF	\$1,387,055,061	0.232520	3,225,180	0	3,225,180	0.0004313158	28,384	5,858	6,842	6,842	6,842
84	WEBSTER, CITY OF	\$4,183,228,781	0.358780	15,043,201	0	15,043,201	0.0020117845	123,063	31,810	30,418	30,418	30,417
85	WEST UNIVERSITY PLACE, CITY OF	\$47,816,368	0.488370	234,008	0	234,008	0.000032849	1,914	460	485	485	484
86	CITY OF WALLER	\$8,480,339	1.260000	81,004	0	81,004	0.0000108330	863	170	184	185	184
100	HARRIS COUNTY MUD 421	\$205,312,155	0.630000	1,283,487	0	1,283,487	0.0001728802	10,681	2,466	2,698	2,699	2,698
101	ADDICKS UD	\$184,531,032	0.710000	1,310,170	0	1,310,170	0.0001762141	10,718	2,648	2,723	2,724	2,723
105	HARRIS COUNTY MUD 284	\$161,598,058	0.500000	807,845	0	807,845	0.0001080382	6,808	1,710	1,833	1,833	1,833
108	HARRIS COUNTY MUD 255	\$157,816,480	0.545000	860,845	0	860,845	0.000150873	7,041	2,100	1,847	1,847	1,847
110	BAKER ROAD MUD	\$129,351,848	0.445000	582,388	0	582,388	0.0000752117	4,801	1,144	1,152	1,153	1,152
111	BAMMEL UD	\$221,518,127	0.800000	1,893,883	0	1,893,883	0.0002668202	16,308	4,054	4,085	4,085	4,085
112	BARKER CYPRESS MUD	\$80,287,325	1.050000	833,017	0	833,017	0.000046558	5,178	1,285	1,298	1,298	1,297
116	BEECHNUT MUD	\$336,788,780	0.580000	1,888,023	0	1,888,023	0.0002522250	15,429	3,878	3,851	3,851	3,851
117	BILMA PUD	\$280,857,861	0.540000	1,517,172	0	1,517,172	0.0002028972	12,411	2,889	3,241	3,241	3,240
118	BISSONNET MUD	\$70,983	0.650000	461	0	461	0.0000000817	4	1	1	1	1
120	WEST RANCH MANAGEMENT DIST	\$848,078,937	0.750000	6,368,098	0	6,368,098	0.0008516300	52,095	12,903	13,084	13,084	13,084
121	BRIDGESTONE MUD	\$165,481,134	1.110000	1,836,952	0	1,836,952	0.0002456825	15,027	3,854	3,724	3,724	3,723
124	BAYBROOK MUD 1	\$373,392,486	0.328000	1,224,727	0	1,224,727	0.0001637875	10,019	2,469	3,340	3,340	3,339
125	WOODLANDS TOWNSHIP (NEW)	\$42,630,328	1.310000	558,457	0	558,457	0.0000748848	4,589	1,041	1,176	1,176	1,178
126	HARRIS COUNTY MUD 260	\$240,858,871	0.780000	1,802,788	0	1,802,788	0.0002644848	15,586	3,987	3,868	3,867	3,866
128	HARRIS COUNTY MUD 278	\$466,023,327	0.328000	1,528,557	0	1,528,557	0.0002044197	12,505	3,185	3,107	3,107	3,106
131	CNP UD	\$102,381,614	0.880000	911,018	0	911,018	0.0001218340	7,453	1,807	1,882	1,882	1,882
134	CASTLEWOOD MUD	\$21,728,297	0.100000	21,728	0	21,728	0.0000028055	178	42	45	46	45
135	CEDAR BAYOU PARK UD	\$284,634,378	0.840000	1,821,660	0	1,821,660	0.0002433175	14,902	3,761	3,714	3,714	3,713
136	CHARTERWOOD MUD	\$112,570,201	0.430000	484,052	0	484,052	0.0000647341	3,960	988	988	988	988
137	CHELSEA CITY MUD	\$159,250,074	0.420000	668,850	0	668,850	0.0000684478	5,472	1,298	1,382	1,392	1,392
138	CHELSEA CITY MUD	\$233,523,353	0.870000	2,031,853	0	2,031,853	0.000217007	18,620	4,120	4,167	4,167	4,166
139	CHIMNEY HILL MUD	\$355,171,801	0.570000	2,024,480	0	2,024,480	0.0002707414	18,592	4,108	4,151	4,151	4,151
140	CIMARRON MUD	\$130,818,546	0.870000	1,138,121	0	1,138,121	0.0001620053	9,311	2,241	2,357	2,357	2,356
141	CLAY ROAD MUD	\$4,644,708,933	0.280000	12,725,188	0	12,725,188	0.00017017877	104,100	28,384	25,902	25,902	25,902
142	CLEAR LAKE CITY WATER	\$258,150,243	0.370000	947,758	0	947,758	0.0001267470	7,753	2,003	1,917	1,917	1,916
145	CORNERSTONE MUD	\$189,741,384	0.510000	1,018,681	0	1,018,681	0.0001362321	8,333	2,044	2,098	2,097	2,098
146	CROSBY MUD	\$327,972,235	0.480000	1,574,267	0	1,574,267	0.0002105327	12,879	3,059	3,273	3,274	3,273
147	CY-CHAMP PUD	\$152,350,376	0.080000	137,115	0	137,115	0.0000183370	1,122	246	292	292	292
148	CYPRESS CREEK UD	\$583,288,321	0.310000	1,808,132	0	1,808,132	0.0002418083	14,752	3,728	3,688	3,688	3,687
149	CYPRESS FOREST PUD	\$423,548,585	0.980000	4,183,131	0	4,183,131	0.0005807833	34,303	8,718	8,528	8,528	8,528
150	CYPRESS HILL MUD 1	\$216,206,039	0.230000	487,274	0	487,274	0.0000665023	4,088	1,038	1,011	1,011	1,010
151	CYPRESS-KLEIN UD	\$148,281,444	0.250000	365,728	0	365,728	0.0000489103	2,982	728	765	765	754
152	CYPRESSWOOD UD	\$11,306,870	0.500000	56,533	0	56,533	0.0000075604	462	119	114	115	114
153	CAMFIELD MUD	\$38,213,720	0.100000	38,214	0	38,214	0.0000035105	313	0	104	105	104
154	SPECTRUM MANAGEMENT DISTRICT (NEW)	\$261,951,045	1.130000	2,885,286	0	2,885,286	0.0003885688	24,288	5,789	6,156	6,157	6,156
156	HARRIS COUNTY MUD 278	\$285,865,010	1.150000	3,287,448	0	3,287,448	0.0004388428	26,893	6,722	6,724	6,724	6,723
159	HARRIS COUNTY MUD 290	\$285,319,276	0.840000	2,692,001	0	2,692,001	0.0003566742	21,841	5,822	5,440	5,440	5,439
161	MEADOWHILL REGIONAL MUD	\$182,580,323	0.850000	1,551,763	0	1,551,763	0.0002075231	12,894	3,146	3,183	3,183	3,183
162	DOWDELL PUD	\$98,043,197	0.525000	519,877	0	519,877	0.000068385	4,254	1,058	1,085	1,085	1,085
163	EL DORADO UD	\$283,763,387	0.860000	1,872,838	0	1,872,838	0.0002504618	15,321	3,888	3,878	3,878	3,877
164	EMERALD FOREST UD	\$48,863,738	0.840000	440,519	0	440,519	0.0000589123	3,604	860	908	908	908
165	ENCANTO REAL UD	\$505,543,311	0.180000	909,978	0	909,978	0.0001216848	7,444	1,924	1,840	1,840	1,840
170	HARRIS COUNTY MUD 288	\$204,399,886	0.367000	750,148	0	750,148	0.0001003201	6,137	1,408	1,576	1,577	1,576
171	FALLBROOK UD											

2ND QUARTER 2010 ALLOCATION

HARRIS COUNTY APPRAISAL DISTRICT

	TAXING UNIT	TAXABLE VALUE AS OF 1/28/2010	2009 TOTAL TAX RATE	2009 TOTAL LEVY	2009 FROZEN LEVY LOSS	2009 ADJ. LEVY FOR CALC.	2010 ALLOCATION RATIO	2010 BUDGET ALLOCATION	1ST QTR 2010 BILLING	2ND QTR 2010 BILLING	3RD QTR 2010 BILLING	4TH QTR 2010 BILLING
172	FAULKNER-GULLY MUD	\$459,601,489	0.480000	2,100,367	0	2,100,367	0.0002608000	17,182	4,395	4,282	4,283	4,282
173	FOREST HILLS MUD	\$58,767,889	1.200000	705,081	0	705,081	0.0000642846	5,758	1,178	1,530	1,530	1,530
174	FOUNTAINHEAD MUD	\$209,150,408	0.635000	1,118,955	0	1,118,955	0.0001488421	9,154	2,162	2,331	2,331	2,330
175	FRY ROAD MUD	\$211,080,923	0.485000	881,573	0	881,573	0.0001312885	8,030	2,010	2,007	2,007	2,006
176	HARRIS COUNTY MUD 304	\$178,189,533	0.850000	1,514,888	0	1,514,888	0.0002025681	12,391	3,080	3,110	3,111	3,110
177	HARRIS COUNTY MUD 275	\$42,150,325	1.350000	869,029	0	869,029	0.0000760885	4,855	1,180	1,158	1,158	1,158
180	HARRIS COUNTY MUD 275	\$42,150,325	1.350000	869,029	0	869,029	0.0000760885	4,855	1,180	1,158	1,158	1,158
182	GRANT ROAD MUD	\$168,783,846	0.630000	1,080,738	0	1,080,738	0.0001405192	8,888	2,188	2,133	2,133	2,132
183	GREENWOOD UD	\$90,269,764	1.050000	838,559	0	838,559	0.0000843711	5,226	1,414	1,271	1,271	1,270
186	GREEN TRAILS MUD	\$187,123,897	0.360000	709,848	0	709,848	0.0000949037	5,805	1,247	1,518	1,518	1,519
188	GREENS PARKWAY MUD	\$287,489,592	0.970000	2,788,718	0	2,788,718	0.0003728458	22,814	5,898	5,805	5,805	5,805
189	HARRIS COUNTY MUD 287	\$18,907,282	1.350000	255,248	0	255,248	0.0000341353	2,088	498	530	530	530
190	HARRIS COUNTY MUD 284	\$128,648,882	1.150000	1,478,437	0	1,478,437	0.0001978507	12,103	3,010	3,031	3,031	3,031
191	HARRIS COUNTY MUD 285	\$394,180,821	0.930000	3,685,882	0	3,685,882	0.0004802823	28,889	7,373	7,539	7,539	7,538
193	HARRIS COUNTY MUD 401	\$85,227,280	1.250000	815,341	0	815,341	0.0001080387	6,870	1,727	1,648	1,648	1,647
197	HARRIS COUNTY MUD 401	\$32,430,844	0.500000	162,153	0	162,153	0.0000218854	1,327	321	335	335	335
200	HARRIS COUNTY FWSB 1A	\$108,708,765	1.050000	1,161,953	0	1,161,953	0.0001640810	9,424	2,430	2,331	2,332	2,331
205	HARRIS COUNTY MUD 321	\$488,784,873	0.285000	1,424,328	0	1,424,328	0.0001804810	11,552	2,482	3,053	3,054	3,053
206	HARRIS COUNTY FWSB 6	\$31,804,715	1.100000	349,852	0	349,852	0.0000467870	2,892	680	727	728	727
207	HARRIS COUNTY MUD 282	\$83,885,786	0.720000	604,554	0	604,554	0.0000808463	4,848	1,321	1,208	1,208	1,208
208	HARRIS COUNTY MUD 316	\$184,725,881	0.630000	1,226,773	0	1,226,773	0.0001640810	10,036	2,489	2,512	2,512	2,512
213	HARRIS COUNTY MUD 322	\$181,464,388	0.750000	1,360,983	0	1,360,983	0.0001820084	11,134	2,866	2,768	2,767	2,768
220	HARRIS COUNTY MUD 342	\$212,055,373	1.200000	2,545,060	0	2,545,060	0.0003403568	20,820	5,183	5,219	5,219	5,219
222	HARRIS COUNTY MUD 344	\$357,827,889	0.370000	1,324,332	0	1,324,332	0.0001771080	10,834	2,787	2,678	2,678	2,678
224	HARRIS COUNTY MUD 345	\$108,778,477	0.440000	469,818	0	469,818	0.0000628304	3,843	1,080	928	928	927
225	HARRIS COUNTY MUD 348	\$47,505,993	0.820000	284,532	0	284,532	0.0000383888	2,409	608	601	601	601
227	HARRIS COUNTY FWSB 27	\$121,161,857	1.400000	1,688,283	0	1,688,283	0.0002288477	13,677	3,481	3,472	3,472	3,472
228	HARRIS COUNTY MUD 412	\$72,355,887	0.750000	542,669	0	542,669	0.0000728732	4,439	1,149	1,087	1,087	1,086
230	HARRIS COUNTY MUD 407	\$3,019,064	1.280000	37,738	0	37,738	0.0000050469	309	80	78	77	78
231	HARRIS COUNTY MUD 405	\$20,971,368	0.851250	180,818	0	180,818	0.0000241545	1,478	0	493	493	492
234	HARRIS COUNTY MUD 461 (NEW)	\$4,828,780	0.800000	37,038	0	37,038	0.0000496533	303	7	99	99	98
235	HARRIS COUNTY MUD 468	\$4,812,849	1.250000	58,411	0	58,411	0.0000075440	461	112	118	117	116
237	HARRIS COUNTY MUD 434	\$6,843,973	0.800000	53,182	0	53,182	0.0000071082	435	83	114	114	114
238	HARRIS COUNTY MUD 439	\$22,548,066	0.690000	155,582	0	155,582	0.0000208085	1,273	280	331	331	331
241	HARRIS COUNTY MUD 460	\$38,230,341	0.761250	288,841	0	288,841	0.0000389384	2,443	545	633	633	632
242	HARRIS COUNTY MUD 460	\$13,376,861	1.500000	200,854	0	200,854	0.0000288343	1,841	395	415	415	415
243	HARRIS COUNTY MUD 480	\$105,583,227	0.700000	739,083	0	739,083	0.000088403	6,048	1,484	1,521	1,521	1,520
247	HARRIS COUNTY FWSB 47	\$35,693,554	1.250000	468,888	0	468,888	0.0000813398	3,782	971	927	927	927
248	HARRIS COUNTY MUD 481	\$17,118,557	1.250000	213,882	0	213,882	0.0000288168	1,751	0	584	584	583
249	HARRIS COUNTY MUD 408 (NEW)	\$428,400,247	0.280000	1,242,361	0	1,242,361	0.0001691468	10,163	2,280	2,634	2,635	2,634
250	HARRIS COUNTY MUD 402 (NEW)	\$148,584,180	0.560000	832,071	0	832,071	0.000112761	6,807	1,767	1,883	1,884	1,883
251	HARRIS COUNTY FWSB 51	\$17,118,557	1.250000	213,882	0	213,882	0.0000288168	1,751	0	584	584	583
253	BRAZORIA COUNTY MUD 18	\$81,759,124	0.850000	631,128	0	631,128	0.0000710288	4,345	1,088	1,082	1,083	1,082
254	KINGS MANOR MUD	\$2,230,803	1.500000	33,482	0	33,482	0.0000044750	274	0	81	81	81
255	HARRIS COUNTY MUD 501 (NEW)	\$265,828	1.500000	3,634	0	3,634	0.000005128	31	0	10	10	10
257	HARRIS COUNTY MUD 500 (NEW)	\$91,787,360	0.545000	500,241	0	500,241	0.0000688991	4,082	1,002	1,030	1,030	1,030
258	HARRIS COUNTY FWSB 68	\$740,360,838	0.430000	3,183,881	0	3,183,881	0.0004257658	26,045	6,789	6,415	6,415	6,415
261	HARRIS COUNTY FWSB 61	\$3,580,254,255	0.143500	5,182,015	0	5,182,015	0.0000688995	42,147	10,839	10,436	10,436	10,436
264	HARRIS COUNTY ID 1	\$83,493,584	1.500000	1,402,403	0	1,402,403	0.0001875487	11,473	2,837	2,878	2,878	2,878
276	HARRIS COUNTY MUD 388	\$261,218,809	1.050000	3,057,778	0	3,057,778	0.0004089282	25,015	6,238	6,260	6,260	6,259
301	HARRIS COUNTY MUD 1	\$133,086,868	1.100000	1,463,737	0	1,463,737	0.0001857511	11,974	2,585	3,130	3,130	3,129
305	HARRIS COUNTY MUD 5	\$124,016,716	0.840000	869,890	0	869,890	0.0000885802	5,478	1,204	1,425	1,425	1,425
308	HARRIS COUNTY MUD 8	\$140,144,345	0.827500	739,261	0	739,261	0.0000888642	6,048	1,371	1,558	1,558	1,558
309	HARRIS COUNTY MUD 8	\$84,180,120	0.910000	857,039	0	857,039	0.0001148151	7,011	1,849	1,788	1,787	1,787
311	HARRIS COUNTY MUD 11	\$708,428,858	0.670000	4,748,478	0	4,748,478	0.000347846	38,829	9,859	9,724	9,724	9,724
313	CLEAR BROOK CITY MUD	\$163,454,222	0.820000	1,013,416	0	1,013,416	0.0001356280	8,280	1,893	2,132	2,132	2,132
316	HARRIS COUNTY MUD 18	\$216,495,568	0.324000	688,208	0	688,208	0.000033737	5,712	1,416	1,432	1,432	1,432
318	HARRIS COUNTY MUD 18	\$216,495,568	0.324000	688,208	0	688,208	0.000033737	5,712	1,416	1,432	1,432	1,432

HARRIS COUNTY APPRAISAL DISTRICT

2ND QUARTER 2010 ALLOCATION

	TAXING UNIT	TAXABLE VALUE AS OF 1/28/2010	2009 TOTAL TAX RATE	2009 TOTAL LEVY	2009 FROZEN LEVY LOSS	2009 ADJ. LEVY FOR CALC.	2010 ALLOCATION RATIO	2010 BUDGET ALLOCATION	1ST QTR 2010 BILLING	2ND QTR 2010 BILLING	3RD QTR 2010 BILLING	4TH QTR 2010 BILLING
323	HARRIS COUNTY MUD 23	\$125,556,284	0.480000	602,814	0	602,814	0.000000188	4,831	1,203	1,243	1,243	1,242
324	HARRIS COUNTY MUD 24	\$485,386,789	0.600000	2,912,321	0	2,912,321	0.0003884757	23,825	5,782	6,014	6,015	6,014
325	HARRIS COUNTY MUD 25	\$42,038,125	0.680000	285,836	0	285,836	0.0000484728	3,028	782	746	748	748
326	HARRIS COUNTY MUD 26	\$393,820,798	0.750000	2,953,658	0	2,953,658	0.0003850038	24,183	5,871	6,087	6,088	6,087
328	HARRIS COUNTY MUD 28	\$184,193,828	0.880000	1,132,937	0	1,132,937	0.0001515129	9,288	1,956	2,438	2,438	2,437
333	HARRIS COUNTY MUD 33	\$282,995,704	0.220000	558,581	0	558,581	0.0000744350	4,553	1,171	1,127	1,128	1,127
336	HARRIS COUNTY MUD 36	\$140,384,529	0.590000	835,169	0	835,169	0.0001188003	6,832	1,840	1,731	1,731	1,730
343	HARRIS COUNTY MUD 43	\$133,809,914	0.380000	508,478	0	508,478	0.0000880007	4,180	952	1,089	1,070	1,069
344	HARRIS COUNTY MUD 44	\$172,402,808	0.430000	741,332	0	741,332	0.0000991412	6,085	1,487	1,528	1,528	1,528
348	HARRIS COUNTY MUD 48	\$28,807,624	0.500000	149,538	0	149,538	0.0000199893	1,223	288	308	309	308
349	HARRIS COUNTY MUD 49	\$160,880,725	1.000000	1,608,807	0	1,608,807	0.0002151519	13,161	3,197	3,321	3,322	3,321
350	HARRIS COUNTY MUD 50	\$50,655,372	1.120000	587,340	0	587,340	0.0000758728	4,641	1,128	1,172	1,172	1,171
353	HARRIS COUNTY MUD 53	\$582,850,983	0.785000	4,632,075	0	4,632,075	0.0008184650	37,883	9,248	9,549	9,549	9,549
355	HARRIS COUNTY MUD 55	\$849,829,691	0.400000	2,584,519	0	2,584,519	0.0003468748	21,225	5,200	5,342	5,342	5,341
358	HARRIS COUNTY MUD 58	\$44,889,458	1.020000	458,888	0	458,888	0.0000813422	3,752	944	836	838	838
361	HARRIS COUNTY MUD 61	\$108,757,530	0.580000	641,689	0	641,689	0.0000858128	5,249	1,277	1,324	1,324	1,324
362	HARRIS COUNTY MUD 62	\$65,027,889	0.850000	422,860	0	422,860	0.0000565288	3,458	838	873	874	873
363	HARRIS COUNTY MUD 63	\$125,333,602	0.850000	1,085,338	0	1,085,338	0.0001424714	8,715	2,686	2,856	2,856	2,856
364	HARRIS COUNTY MUD 64	\$169,297,440	0.710000	1,180,712	0	1,180,712	0.0001578011	9,659	2,381	2,423	2,423	2,422
365	HARRIS COUNTY MUD 65	\$139,056,442	0.826000	1,148,598	0	1,148,598	0.0001538084	9,388	2,304	2,384	2,384	2,384
368	HARRIS COUNTY MUD 68	\$136,870,044	0.400000	548,680	0	548,680	0.0000731088	4,472	1,088	1,134	1,135	1,134
370	HARRIS COUNTY MUD 70	\$211,369,312	0.930000	1,985,725	0	1,985,725	0.0002628839	18,081	4,025	4,019	4,019	4,018
371	HARRIS COUNTY MUD 71	\$371,228,861	1.100000	4,083,495	0	4,083,495	0.0008461014	33,408	7,546	8,620	8,620	8,620
379	HARRIS COUNTY MUD 81	\$103,280,874	0.780000	805,867	0	805,867	0.0001074449	6,591	1,678	1,678	1,678	1,678
381	HARRIS COUNTY MUD 81	\$393,088,188	0.350000	1,375,847	0	1,375,847	0.0001839873	11,255	2,686	2,856	2,857	2,856
382	HARRIS COUNTY MUD 82	\$318,554,674	0.780000	2,484,728	0	2,484,728	0.0003322919	20,327	4,938	5,130	5,130	5,129
383	HARRIS COUNTY MUD 83	\$250,783,463	0.840000	2,357,458	0	2,357,458	0.0003162719	19,288	5,102	4,728	4,728	4,728
384	HARRIS COUNTY MUD 84	\$147,181,793	1.180000	1,736,745	0	1,736,745	0.0002322816	14,208	3,624	3,528	3,528	3,528
385	HARRIS COUNTY MUD 85	\$45,454,108	1.340000	609,085	0	609,085	0.0000814553	4,983	1,259	1,241	1,242	1,241
388	HARRIS COUNTY MUD 88	\$150,921,428	0.850000	1,282,832	0	1,282,832	0.0001755800	10,494	2,800	2,631	2,632	2,631
387	HARRIS COUNTY MUD 87	\$220,030,298	1.380000	3,038,418	0	3,038,418	0.0004080717	24,840	6,303	6,179	6,179	6,179
388	HARRIS COUNTY MUD 88	\$171,643,623	1.350000	2,315,839	0	2,315,839	0.0003087058	18,945	4,732	4,732	4,732	4,732
389	HARRIS COUNTY MUD 89	\$214,266,356	1.350000	2,892,596	0	2,892,596	0.0003888378	23,653	5,962	5,802	5,802	5,802
392	HARRIS COUNTY MUD 411	\$48,188,431	0.960000	482,417	0	482,417	0.0000818408	3,783	899	981	982	981
394	HARRIS COUNTY MUD 410	\$62,332,881	0.720000	448,797	0	448,797	0.0000800193	3,671	889	924	924	924
395	HARRIS COUNTY MUD 388	\$361,273,731	1.150000	4,154,648	0	4,154,648	0.0005581888	33,888	9,388	8,200	8,200	8,200
398	HARRIS COUNTY MUD 398	\$171,643,623	1.350000	2,315,839	0	2,315,839	0.0003087058	18,945	4,732	4,732	4,732	4,732
399	HARRIS COUNTY MUD 420	\$36,814,627	1.360000	497,859	0	497,859	0.0000859388	4,074	1,030	1,015	1,015	1,014
400	HARRIS COUNTY MUD 1	\$70,806,880	0.300000	212,720	0	212,720	0.0000284478	435	435	435	435	435
402	HARRIS COUNTY MUD 102	\$371,561,194	0.550000	2,043,587	0	2,043,587	0.0002732866	16,718	4,112	4,202	4,202	4,202
404	HARRIS COUNTY MUD 104	\$213,430,528	0.550000	1,173,868	0	1,173,868	0.0001588858	9,603	2,403	2,400	2,400	2,400
405	HARRIS COUNTY MUD 105	\$206,208,484	0.930000	1,917,739	0	1,917,739	0.0002564865	15,688	3,867	3,841	3,841	3,840
406	HARRIS COUNTY MUD 106	\$258,125,221	0.920000	2,374,752	0	2,374,752	0.0003175848	19,427	4,973	4,818	4,818	4,818
409	HARRIS COUNTY MUD 109	\$416,347,451	0.520000	2,165,007	0	2,165,007	0.0002895348	17,711	4,345	4,455	4,455	4,455
418	HARRIS COUNTY MUD 118	\$184,426,352	0.600000	885,670	0	885,670	0.0001319378	8,071	2,157	1,971	1,972	1,971
419	HARRIS COUNTY MUD 119	\$193,525,814	0.460000	880,219	0	880,219	0.0001190523	7,283	1,788	1,828	1,828	1,828
420	HARRIS COUNTY MUD 120	\$341,046,192	0.730000	2,488,637	0	2,488,637	0.0003328488	20,367	5,117	5,084	5,084	5,083
422	HARRIS COUNTY MUD 122	\$82,857,849	0.870000	548,863	0	548,863	0.0001786350	4,474	1,097	1,126	1,126	1,125
427	HARRIS COUNTY MUD 127	\$155,381,731	0.850000	1,320,788	0	1,320,788	0.0000731341	10,805	2,538	2,756	2,756	2,755
430	HARRIS COUNTY MUD 130	\$320,772,357	0.700000	2,245,408	0	2,245,408	0.000302887	18,389	5,080	4,437	4,437	4,436
432	HARRIS COUNTY MUD 132	\$458,483,389	0.335000	1,539,303	0	1,539,303	0.0000258568	12,592	3,193	3,133	3,133	3,133
436	HARRIS COUNTY MUD 136	\$191,421,907	0.270000	518,639	0	518,639	0.0000681189	4,228	1,071	1,052	1,053	1,052
444	HARRIS COUNTY MUD 144	\$120,830,675	0.600000	724,984	0	724,984	0.0000986548	5,931	1,473	1,466	1,466	1,466
447	HARRIS COUNTY MUD 147	\$91,763,288	0.850000	779,988	0	779,988	0.0001043108	8,381	1,466	1,638	1,639	1,638
448	HARRIS COUNTY MUD 148	\$89,636,019	1.080000	977,022	0	977,022	0.0001308608	7,993	2,250	1,914	1,915	1,914
449	HARRIS COUNTY MUD 149	\$136,032,637	0.620000	843,402	0	843,402	0.0001127913	6,900	1,690	1,737	1,737	1,736
450	HARRIS COUNTY MUD 150	\$231,627,248	0.850000	1,988,832	0	1,988,832	0.0002632983	16,106	3,897	4,036	4,037	4,036

2ND QUARTER 2010 ALLOCATION

HARRIS COUNTY APPRAISAL DISTRICT

	TAXING UNIT	TAXABLE VALUE AS OF 1/28/2010	2009 TOTAL TAX RATE	2009 TOTAL LEVY	2009 FROZEN LEVY LOSS	2009 ADJ. LEVY FOR CALC.	2010 ALLOCATION RATIO	2010 BUDGET ALLOCATION	1ST QTR 2010 BILLING	2ND QTR 2010 BILLING	3RD QTR 2010 BILLING	4TH QTR 2010 BILLING
451	HARRIS COUNTY MUD 151	\$411,217.982	0.480000	1,991,603	0	1,991,603	0.0002528712	15,475	3,942	3,844	3,845	3,844
452	HARRIS COUNTY MUD 152	\$375,178.625	0.400000	1,500,718	0	1,500,718	0.0002069987	12,277	3,043	3,078	3,078	3,078
453	HARRIS COUNTY MUD 153	\$471,869,509	0.440000	2,075,461	0	2,075,461	0.0002775592	16,979	4,420	4,188	4,187	4,186
454	HARRIS COUNTY MUD 154	\$262,085,701	0.730000	1,840,289	0	1,840,289	0.0002481101	15,055	3,147	3,969	3,970	3,969
455	HARRIS COUNTY MUD 155	\$98,859,010	0.850000	847,102	0	847,102	0.000132881	6,930	1,701	1,743	1,743	1,743
456	HARRIS COUNTY MUD 156	\$128,789,422	1.120000	1,419,861	0	1,419,861	0.0001688588	11,614	3,130	2,828	2,828	2,828
457	HARRIS COUNTY MUD 157	\$380,863,623	0.820000	3,205,081	0	3,205,081	0.0004288277	26,220	6,480	6,880	6,880	6,880
458	HARRIS COUNTY MUD 158	\$289,387,291	0.400000	1,157,549	0	1,157,549	0.0001548035	9,470	2,442	2,343	2,343	2,342
459	HARRIS COUNTY MUD 159	\$128,059,129	0.560000	722,731	0	722,731	0.000098538	5,912	1,443	1,480	1,480	1,480
460	HARRIS COUNTY MUD 160	\$472,175,612	1.320000	6,232,721	0	6,232,721	0.0008336284	50,888	12,216	12,824	12,824	12,824
461	HARRIS COUNTY MUD 161	\$124,862,220	1.000000	1,245,822	0	1,245,822	0.0001688085	10,192	2,449	2,581	2,581	2,581
462	HARRIS COUNTY MUD 162	\$282,034,788	1.250000	3,625,435	0	3,625,435	0.0004714888	28,840	7,174	7,222	7,222	7,222
463	HARRIS COUNTY MUD 163	\$369,650,178	0.570000	2,108,438	0	2,108,438	0.0002817017	17,232	4,284	4,313	4,313	4,312
464	HARRIS COUNTY MUD 164	\$144,392,945	0.320000	462,057	0	462,057	0.0000617927	3,760	884	939	939	938
465	HARRIS COUNTY MUD 165	\$185,568,717	0.890000	1,651,544	0	1,651,544	0.0002478958	13,511	3,437	3,358	3,358	3,358
466	HARRIS COUNTY MUD 166	\$281,077,800	0.710000	1,853,851	0	1,853,851	0.0002478958	15,164	3,866	3,733	3,733	3,733
467	HARRIS COUNTY MUD 167	\$138,118,472	0.300000	408,358	0	408,358	0.0000546113	3,341	852	830	830	829
468	HARRIS COUNTY MUD 168	\$168,189,631	0.900000	1,513,787	0	1,513,787	0.0002024458	12,384	3,021	3,121	3,121	3,121
469	HARRIS COUNTY MUD 169	\$74,161,091	1.110000	823,410	0	823,410	0.0001101178	6,738	1,723	1,671	1,671	1,671
470	HARRIS COUNTY MUD 170	\$168,043,167	0.520000	883,424	0	883,424	0.0001154890	7,093	1,722	1,780	1,781	1,780
471	HARRIS COUNTY MUD 171	\$77,478,546	0.690000	534,808	0	534,808	0.0000714853	4,373	1,043	1,110	1,110	1,110
472	HARRIS COUNTY MUD 172	\$73,378,063	0.500000	366,895	0	366,895	0.0000460863	3,001	744	744	744	744
473	HARRIS COUNTY MUD 173	\$236,010,308	0.430000	1,014,844	0	1,014,844	0.0001367180	8,302	2,120	2,081	2,081	2,081
474	HARRIS COUNTY MUD 174	\$289,873,283	0.700000	1,889,113	0	1,889,113	0.0002628383	15,454	4,078	3,782	3,782	3,782
475	HARRIS COUNTY MUD 175	\$162,341,083	0.700000	1,086,388	0	1,086,388	0.0001426121	8,724	2,235	2,163	2,163	2,163
476	HARRIS COUNTY MUD 176	\$148,087,486	0.700000	1,038,612	0	1,038,612	0.0001386301	8,480	2,081	2,130	2,130	2,129
477	HARRIS COUNTY MUD 177	\$283,812,387	0.300000	851,437	0	851,437	0.0001138858	6,865	1,867	1,668	1,668	1,668
478	HARRIS COUNTY MUD 178	\$63,015,093	1.360000	850,704	0	850,704	0.0001137879	6,859	1,744	1,738	1,738	1,738
479	HARRIS COUNTY MUD 179	\$273,025,186	0.700000	1,911,176	0	1,911,176	0.0002558898	15,635	3,978	3,886	3,886	3,885
480	HARRIS COUNTY MUD 180	\$215,107,430	0.480000	1,064,028	0	1,064,028	0.0001408580	8,623	2,132	2,184	2,184	2,183
481	HARRIS COUNTY MUD 181	\$226,732,870	0.950000	2,144,482	0	2,144,482	0.0002867871	17,543	4,604	4,313	4,313	4,313
482	HARRIS COUNTY MUD 182	\$102,859,748	1.250000	1,285,747	0	1,285,747	0.0001719478	10,518	2,503	2,872	2,872	2,871
483	HARRIS COUNTY MUD 183	\$211,847,175	0.930000	1,970,178	0	1,970,178	0.0002634785	16,117	4,363	3,918	3,918	3,918
484	HARRIS COUNTY MUD 184	\$34,404,404	1.120000	381,253	0	381,253	0.0000509884	3,119	840	760	760	759
485	HARRIS COUNTY MUD 185	\$256,848,044	1.000000	2,558,460	0	2,558,460	0.0003421628	20,530	5,181	5,182	5,182	5,181
486	HARRIS COUNTY MUD 186	\$181,984,448	0.850000	1,531,953	0	1,531,953	0.0002182473	13,350	3,171	3,393	3,393	3,393
487	HARRIS COUNTY MUD 187	\$181,181,219	0.600000	1,087,087	0	1,087,087	0.0001453603	8,893	2,213	2,227	2,227	2,228
488	HARRIS COUNTY MUD 188	\$700,035,558	0.190000	1,330,088	0	1,330,088	0.000178750	10,881	2,822	2,688	2,688	2,688
489	HARRIS COUNTY MUD 189	\$136,247,469	0.370000	504,118	0	504,118	0.0000874173	4,124	1,178	982	982	982
490	HARRIS COUNTY MUD 190	\$77,888,567	0.560000	427,287	0	427,287	0.0000871427	3,485	859	859	859	859
491	HARRIS COUNTY MUD 191	\$68,149,253	1.300000	729,840	0	729,840	0.0000978177	5,971	1,528	1,481	1,481	1,481
492	HARRIS COUNTY MUD 192	\$38,530,404	1.220000	445,671	0	445,671	0.0000596013	3,846	721	715	715	715
493	HARRIS COUNTY MUD 193	\$91,078,473	1.200000	1,111,157	0	1,111,157	0.0001485993	9,080	2,376	2,238	2,238	2,238
494	HARRIS COUNTY MUD 194	\$94,485,688	1.150000	971,586	0	971,586	0.0001289338	7,948	1,966	1,894	1,894	1,894
495	HARRIS COUNTY MUD 195	\$273,875,614	0.460000	1,266,808	0	1,266,808	0.0001683585	10,289	2,658	2,547	2,547	2,547
496	HARRIS COUNTY MUD 196	\$229,564,256	0.480000	2,541,808	0	2,541,808	0.0003399391	20,784	5,139	5,139	5,139	5,139
497	HARRIS COUNTY MUD 197	\$248,283,047	0.490000	1,221,536	0	1,221,536	0.0001633906	9,893	2,527	2,488	2,488	2,488
498	HARRIS COUNTY MUD 198	\$270,782,204	0.580000	1,570,421	0	1,570,421	0.0002100183	12,847	3,305	3,181	3,181	3,180
499	HARRIS COUNTY MUD 199	\$408,851,375	0.840000	2,635,801	0	2,635,801	0.0003524957	21,593	5,455	5,369	5,369	5,369
500	HARRIS COUNTY MUD 200	\$425,153,120	0.295000	1,284,202	0	1,284,202	0.0001677292	10,280	2,692	2,523	2,523	2,522
501	HARRIS COUNTY MUD 201	\$473,283,757	0.750000	3,548,628	0	3,548,628	0.0004747053	28,038	7,142	7,142	7,142	7,142
502	HARRIS COUNTY MUD 202	\$236,710,900	0.295000	688,297	0	688,297	0.0000933859	5,713	1,428	1,428	1,428	1,428
503	HARRIS COUNTY MUD 203	\$112,191,700	0.810000	908,753	0	908,753	0.0001215310	7,434	1,808	1,876	1,876	1,876
504	HARRIS COUNTY MUD 204	\$353,261,448	0.390000	1,416,720	0	1,416,720	0.0001894633	11,590	2,888	2,867	2,867	2,867
505	HARRIS COUNTY MUD 205	\$304,895,135	0.580000	1,756,382	0	1,756,382	0.0002384938	14,467	3,691	3,592	3,592	3,592
506	HARRIS COUNTY MUD 206	\$187,265,568	1.050000	1,756,288	0	1,756,288	0.0002348761	14,388	3,847	3,574	3,574	3,573
507	HARRIS COUNTY MUD 207	\$106,313,722	0.750000	812,353	0	812,353	0.0001086390	6,846	1,691	1,652	1,652	1,651

HARRIS COUNTY APPRAISAL DISTRICT
2ND QUARTER 2010 ALLOCATION

	TAXING UNIT	TAXABLE VALUE AS OF 1/28/2010	2008 TOTAL TAX RATE	2008 TOTAL LEVY	2008 FROZEN LEVY LOSS	2009 ADJ. LEVY FOR CALC.	2010 ALLOCATION RATIO	2010 BUDGET ALLOCATION	1ST QTR 2010 BILLING	2ND QTR 2010 BILLING	3RD QTR 2010 BILLING	4TH QTR 2010 BILLING
534	HARRIS COUNTY MUD 364	\$422,788,762	0.630000	2,240,780	0	2,240,780	0.000288881	18,331	4,728	4,535	4,535	4,535
535	HARRIS COUNTY MUD 365	\$373,285,489	0.600000	1,866,327	0	1,866,327	0.0002485911	15,288	4,139	3,710	3,710	3,709
536	HARRIS COUNTY MUD 366	\$289,240,905	0.720000	2,082,535	0	2,082,535	0.0002785053	17,036	4,317	4,240	4,240	4,239
537	HARRIS COUNTY MUD 367	\$215,600,433	0.760000	1,639,683	0	1,639,683	0.0002191313	13,405	3,295	3,370	3,370	3,370
538	HARRIS COUNTY MUD 368	\$181,081,487	0.610000	821,414	0	821,414	0.0001088608	6,720	1,723	1,688	1,688	1,686
539	HARRIS COUNTY MUD 369	\$108,519,409	0.580000	628,465	0	628,465	0.0000840470	5,141	1,283	1,286	1,286	1,286
540	HARRIS COUNTY MUD 370	\$158,082,718	0.600000	938,466	0	938,466	0.0001262412	7,681	1,841	1,907	1,907	1,908
541	HARRIS COUNTY MUD 371	\$137,324,648	1.000000	1,510,671	0	1,510,671	0.0002020144	12,357	3,109	3,083	3,083	3,082
542	HARRIS COUNTY MUD 372	\$216,693,918	0.760000	1,626,204	0	1,626,204	0.0002173448	13,295	3,257	3,348	3,348	3,348
543	HARRIS COUNTY MUD 373	\$181,433,788	1.500000	2,086,489	0	2,086,489	0.0002780340	17,089	4,460	4,203	4,203	4,203
544	HARRIS COUNTY MUD 374	\$8,688,342,128	0.080000	4,013,005	0	4,013,005	0.000366744	32,829	8,131	8,233	8,233	8,232
545	HARRIS COUNTY MUD 375	\$248,482,615	0.260000	621,157	0	621,157	0.0000830888	5,081	1,188	1,289	1,289	1,289
546	HARRIS COUNTY MUD 376	\$349,084,659	0.240000	835,427	0	835,427	0.000117248	6,834	1,894	1,717	1,717	1,716
547	HARRIS COUNTY MUD 377	\$187,018,705	0.880000	1,484,788	0	1,484,788	0.0001885675	12,147	3,007	3,047	3,047	3,046
548	HARRIS COUNTY MUD 378	\$138,284,783	0.880000	1,212,757	0	1,212,757	0.0001821885	9,921	2,543	2,459	2,459	2,458
549	HARRIS COUNTY MUD 379	\$84,075,384	1.600000	1,411,131	0	1,411,131	0.0001887159	11,544	2,895	2,950	2,950	2,949
550	HARRIS COUNTY MUD 380	\$78,831,134	0.840000	425,888	0	425,888	0.0000569289	3,482	844	879	880	879
551	HARRIS COUNTY MUD 381	\$227,047,129	0.250000	567,618	0	567,618	0.0000759087	4,843	1,113	1,177	1,177	1,176
552	HARRIS COUNTY MUD 382	\$346,087,173	0.380000	1,288,679	0	1,288,679	0.0001883878	10,362	2,538	2,808	2,808	2,808
553	HARRIS COUNTY MUD 383	\$238,923,861	0.280000	683,397	0	683,397	0.0000887172	5,427	1,320	1,369	1,369	1,369
554	HARRIS COUNTY MUD 384	\$201,364,101	0.180000	370,510	0	370,510	0.0000485497	3,031	780	750	751	750
555	HARRIS COUNTY MUD 385	\$68,712,271	0.800000	559,092	0	559,092	0.0000747866	4,574	1,115	1,153	1,153	1,153
556	HARRIS COUNTY MUD 386	\$102,484,955	1.150000	1,178,368	0	1,178,368	0.0001577214	9,648	1,691	2,652	2,652	2,652
557	HARRIS COUNTY MUD 387	\$52,688,788	0.550000	289,288	0	289,288	0.0000366808	2,366	604	587	588	587
558	HARRIS COUNTY MUD 388	\$88,883,988	1.030000	900,987	0	900,987	0.0000243289	7,371	1,932	1,932	1,932	1,932
559	HARRIS COUNTY MUD 389	\$212,816,520	1.340000	2,853,088	0	2,853,088	0.0003816516	23,340	5,889	5,889	5,889	5,889
560	HARRIS COUNTY MUD 390	\$114,030,695	0.400000	458,123	0	458,123	0.0000489990	3,731	937	937	937	937
561	HARRIS COUNTY MUD 391	\$112,071,589	0.150000	268,107	0	268,107	0.0000345777	2,111	1,088	348	349	348
562	HARRIS COUNTY MUD 392	\$565,616,163	0.980000	5,508,510	0	5,508,510	0.0001473887	45,071	11,555	11,172	11,172	11,172
563	HARRIS COUNTY MUD 393	\$842,805,443	0.215000	1,812,032	0	1,812,032	0.0000243289	14,824	3,724	3,700	3,700	3,700
564	HARRIS COUNTY MUD 394	\$157,200,191	0.380000	597,361	0	597,361	0.0000796873	4,887	1,319	1,189	1,189	1,189
565	HARRIS COUNTY MUD 395	\$276,547,534	0.500000	1,382,739	0	1,382,739	0.0001849180	11,312	2,881	2,807	2,807	2,807
566	HARRIS COUNTY MUD 396	\$463,708,584	0.250000	1,159,267	0	1,159,267	0.0001550331	9,484	2,378	2,369	2,369	2,368
567	HARRIS COUNTY MUD 397	\$485,682,434	0.530000	2,627,117	0	2,627,117	0.0003513343	21,492	5,107	5,482	5,482	5,481
568	HARRIS COUNTY MUD 398	\$63,267,188	0.850000	540,834	0	540,834	0.0000723412	4,425	1,147	1,147	1,147	1,146
569	HARRIS COUNTY MUD 399	\$397,370,908	0.300000	1,102,113	0	1,102,113	0.0001473887	9,018	771	2,748	2,748	2,748
570	HARRIS COUNTY MUD 400	\$264,008,207	0.100000	264,008	0	264,008	0.0000338892	2,078	515	515	515	514
571	HARRIS COUNTY MUD 401	\$392,084,039	0.550000	2,158,462	0	2,158,462	0.0002883918	17,641	4,340	4,434	4,434	4,433
572	HARRIS COUNTY MUD 402	\$109,289,682	0.350000	382,510	0	382,510	0.0000511545	3,129	770	788	787	786
573	HARRIS COUNTY MUD 403	\$138,317,597	0.820000	1,134,204	0	1,134,204	0.0000511545	9,279	2,096	2,384	2,385	2,384
574	HARRIS COUNTY MUD 404	\$84,176,262	0.380000	303,035	0	303,035	0.0000405280	2,479	422	686	686	685
575	HARRIS COUNTY MUD 405	\$3,647,019,748	0.080000	2,817,616	0	2,817,616	0.0003901839	23,668	3,735	6,711	6,711	6,711
576	HARRIS COUNTY MUD 406	\$568,642,436	0.054800	525,197	0	525,197	0.0000702368	4,298	971	1,108	1,108	1,108
577	HARRIS COUNTY MUD 407	\$25,472,328,944	0.060000	15,283,387	0	15,283,387	0.0002043908	125,028	30,841	31,398	31,398	31,395
578	HARRIS COUNTY MUD 408	\$5,268,780,253	0.050000	2,634,380	0	2,634,380	0.0003523070	21,551	5,458	5,365	5,365	5,365
579	HARRIS COUNTY MUD 409	\$9,802,868,995	0.050000	4,751,434	0	4,751,434	0.00008354274	38,870	9,749	9,749	9,749	9,749
580	HARRIS COUNTY MUD 410	\$2,953,671,232	0.100000	2,953,671	0	2,953,671	0.00002764846	18,913	3,196	4,572	4,572	4,572
581	HARRIS COUNTY MUD 411	\$2,619,484,354	0.100000	2,619,484	0	2,619,484	0.0003503149	21,428	5,704	6,704	6,704	6,704
582	HARRIS COUNTY MUD 412	\$1,959,888,088	0.100000	1,959,888	0	1,959,888	0.0002821006	18,033	3,973	4,020	4,020	4,020
583	HARRIS COUNTY MUD 413	\$3,249,754,123	0.091840	2,987,824	0	2,987,824	0.0003985731	24,442	6,152	6,097	6,097	6,096
584	HARRIS COUNTY MUD 414	\$453,048,608	0.050000	226,524	0	226,524	0.0000302940	1,853	452	487	487	487
585	HARRIS COUNTY MUD 415	\$2,043,675,872	0.100000	2,043,675	0	2,043,675	0.0002733085	18,719	4,147	4,191	4,191	4,190
586	HARRIS COUNTY MUD 416	\$1,280,594,492	0.100000	1,280,594	0	1,280,594	0.0001725861	10,558	2,630	2,643	2,643	2,642
587	HARRIS COUNTY MUD 417	\$5,885,844,408	0.081690	4,808,146	0	4,808,146	0.00006430117	38,334	9,873	9,887	9,887	9,887
588	HARRIS COUNTY MUD 418	\$2,277,763,592	0.085450	1,480,798	0	1,480,798	0.0001993699	12,196	2,942	3,085	3,085	3,084
589	HARRIS COUNTY MUD 419	\$3,023,242,712	0.100000	3,023,243	0	3,023,243	0.00004043097	24,732	6,073	6,220	6,220	6,219
590	HARRIS COUNTY MUD 420	\$986,036,174	0.048000	468,058	0	468,058	0.0000852898	3,993	1,020	991	991	991

HARRIS COUNTY APPRAISAL DISTRICT 2ND QUARTER 2010 ALLOCATION

	TAXABLE VALUE AS OF 1/28/2010	2009 TOTAL TAX RATE	2009 TOTAL LEVY	2009 FROZEN LEVY LOSS	2009 ADJ. LEVY FOR CALC.	2010 ALLOCATION RATIO	2010 BUDGET ALLOCATION	1ST QTR 2010 BILLING	2ND QTR 2010 BILLING	3RD QTR 2010 BILLING	4TH QTR 2010 BILLING
649	HARRIS COUNTY ESD 18	\$332,670.420	0.030000	99,771	0	99,771	0.0000133428	816	198	208	205
650	HARRIS-FORT BEND CO MUD 1	\$30,878.981	0.710000	238,236	0	238,236	0.0000315927	1,933	483	480	480
651	HEATHERLOCH MUD	\$189,364,648	0.360000	681,712	0	681,712	0.0000911880	5,577	1,403	1,391	1,391
652	HORSEPEN BAYOU MUD	\$348,188,817	0.750000	2,618,902	0	2,618,902	0.0003502357	21,424	5,428	5,428	5,428
654	HUNTER'S GLEN MUD	\$204,114,789	0.630000	1,284,153	0	1,284,153	0.0002265558	13,559	3,209	3,150	3,150
656	INTERSTATE MUD	\$359,007,998	0.436000	1,561,692	0	1,561,692	0.0002088497	12,778	3,326	3,150	3,150
657	INVERNESS FOREST ID	\$80,109,858	0.450000	360,495	0	360,495	0.0000482103	2,949	735	738	738
658	JACKRABBIT ROAD PUD	\$228,603,018	0.345000	781,435	0	781,435	0.0001045043	6,393	1,552	1,614	1,614
660	HARRIS-FORT BEND COUNTIES MUD 3	\$111,872,814	1.250000	1,398,410	0	1,398,410	0.0001870147	2,884	2,889	2,889	2,889
662	FORT BEND COUNTY MUD 30	\$67,120	0.950000	638	0	638	0.0000000853	5	1	2	1
665	HARRIS COUNTY ESD 15	\$413,181,184	0.030000	123,857	0	123,857	0.0000165773	1,014	247	256	255
666	HARRIS COUNTY ESD 11	\$28,788,808,798	0.030000	8,638,883	0	8,638,883	0.0011553240	70,872	17,691	17,691	17,691
667	HARRIS COUNTY ESD 50	\$3,177,784,104	0.050000	1,588,892	0	1,588,892	0.0002124868	12,858	3,115	3,284	3,284
668	HARRIS COUNTY ESD 12	\$2,060,557,507	0.025000	522,638	0	522,638	0.0000989846	4,278	734	734	734
669	HARRIS COUNTY ESD 80	\$1,275,113,429	0.043540	555,184	0	555,184	0.0000742469	4,542	1,102	1,147	1,146
670	HARRIS COUNTY ESD 60	\$4,334,207,834	0.090000	2,187,104	0	2,187,104	0.0002898150	17,728	4,082	4,555	4,555
671	HARRIS COUNTY ESD 1	\$8,397,350,238	0.100000	8,397,350	0	8,397,350	0.0011230088	68,698	17,040	17,219	17,219
672	HARRIS COUNTY ESD 2	\$4,388,600,792	0.030000	1,316,880	0	1,316,880	0.0001781114	10,773	2,474	2,766	2,766
673	HARRIS COUNTY ESD 3	\$988,485,978	0.030000	299,548	0	299,548	0.0000400684	2,450	613	612	612
674	HARRIS COUNTY ESD 4	\$676,281,376	0.038000	671,488	0	671,488	0.0000898021	5,493	1,387	1,387	1,387
675	HARRIS COUNTY ESD 5	\$1,151,113,172	0.028260	336,816	0	336,816	0.0000450437	2,755	677	693	692
676	HARRIS COUNTY ESD 6	\$2,108,740,230	0.020000	421,748	0	421,748	0.0000584020	3,450	1,209	747	747
677	HARRIS-FORT BEND ESD 100	\$2,163,771,943	0.098970	2,088,210	0	2,088,210	0.0002808018	17,185	4,134	4,344	4,343
678	WALLER HARRIS ESD 200	\$398,443,841	0.087000	384,550	0	384,550	0.0000514274	3,148	741	802	801
679	HARRIS COUNTY ESD 8	\$1,373,038,451	0.050000	688,818	0	688,818	0.0000818108	5,618	1,416	1,400	1,400
681	KINGSBRIDGE MUD	\$13,783,210	0.780000	107,609	0	107,609	0.0000143779	878	210	223	223
682	KIRKMOOT MUD	\$33,083,835	0.467000	388,002	0	388,002	0.0000518859	3,174	805	805	804
683	KLEIN PUD	\$193,056,988	0.415000	801,186	0	801,186	0.0001071457	6,554	1,488	1,699	1,699
684	KLEINWOOD MUD	\$297,851,966	0.630000	1,866,207	0	1,866,207	0.0002255029	13,784	3,478	3,439	3,439
689	LAKE MUD	\$128,103,455	0.670000	864,983	0	864,983	0.0001166788	7,076	1,771	1,768	1,768
692	LAKE FOREST UD	\$248,485,907	0.250000	621,185	0	621,185	0.0000830707	5,082	1,275	1,289	1,289
693	LANGHAM CREEK UD	\$398,787,299	0.850000	2,403,982	0	2,403,982	0.0003214536	19,694	4,857	4,838	4,835
694	LONGHORN TOWN UD	\$169,335,155	0.970000	1,121,848	0	1,121,848	0.0001508311	8,227	2,484	2,244	2,244
695	LOUETTA NORTH PUD	\$274,183,398	0.430000	1,178,903	0	1,178,903	0.0001576591	8,844	2,553	2,384	2,363
696	LOUETTA ROAD UD	\$84,735,370	0.485000	410,981	0	410,981	0.0000548621	3,382	767	868	868
697	LUCE BAYOU PUD	\$31,814,002	1.100000	347,754	0	347,754	0.0000455065	2,845	672	724	724
701	MALCONSON ROAD UD	\$468,121,738	0.500000	2,345,809	0	2,345,809	0.0003139872	19,189	4,878	4,770	4,770
702	MAISON CREEK UD	\$406,599,103	0.324000	1,317,381	0	1,317,381	0.0001781784	10,777	2,734	2,881	2,881
703	BRAZORIA COUNTY MUD 28 (NEW)	\$8,763	0.820000	72	0	72	0.0000000068	1	0	0	0
704	MAYDE CREEK MUD	\$185,488,378	0.837000	1,552,821	0	1,552,821	0.0002076380	12,701	2,778	3,308	3,308
705	MEMORIAL HILLS UD	\$68,905,426	0.800000	419,433	0	419,433	0.0000560823	3,431	838	864	864
706	MEMORIAL MUD	\$318,308,160	0.640000	1,708,048	0	1,708,048	0.0002284237	13,973	3,372	3,534	3,533
707	MEMORIAL VILLAGES WA	\$3,524,088,482	0.038220	1,278,424	0	1,278,424	0.0001707011	10,442	2,655	2,655	2,594
709	MILLS ROAD MUD	\$184,101,168	0.880000	1,620,090	0	1,620,090	0.0002186608	13,253	3,262	3,330	3,330
710	MISSION BEND MUD 1	\$133,175,854	0.250000	332,940	0	332,940	0.0000449253	2,724	679	682	681
711	MISSION BEND MUD 2	\$280,080,311	0.900000	2,520,723	0	2,520,723	0.0003371058	20,821	5,238	5,128	5,128
712	MORTON ROAD MUD	\$117,855,037	0.780000	929,475	0	929,475	0.0001243022	7,604	1,882	1,914	1,914
714	MOUNT HOUSTON ROAD MUD	\$116,088,557	1.300000	1,498,281	0	1,498,281	0.0002001034	12,241	2,811	3,110	3,110
718	NEWPORT MUD	\$363,385,392	0.840000	2,325,897	0	2,325,897	0.0003110202	19,025	4,887	4,713	4,712
721	NORTHAMPTON MUD	\$342,845,951	0.610000	2,081,380	0	2,081,380	0.0002788658	17,108	4,375	4,245	4,244
722	NORTHBELT UD	\$302,273,814	0.500000	1,511,388	0	1,511,388	0.0002021210	12,364	3,123	3,080	3,080
724	NORTHEAST HARRIS COUNTY MUD 1 (NEW)	\$18,127,121	1.480000	283,081	0	283,081	0.0000378578	2,316	0	772	772
726	NORTH GREEN MUD	\$228,640,197	0.600000	1,371,241	0	1,371,241	0.0001633813	11,218	2,878	2,781	2,780
728	NORTH MISSION GLEN MUD	\$3,705,949	0.544000	20,160	0	20,160	0.0000206981	165	35	44	43
729	NORTH PARK PUD	\$165,844,823	0.480000	782,887	0	782,887	0.0001020237	6,241	1,517	1,542	1,541
730	NORTHWEST FREEWAY MUD	\$76,112,122	0.990000	743,610	0	743,610	0.0000884458	6,083	1,450	1,544	1,544

Facilities

Building Supervisors

Tim Fritche
Section Manager-Downtown
713-368-9150

Anderson Clayton	Administration	Civil Courthouse	Criminal Justice	Family Law	Jury Assembly Congress Plaza	Juvenile Justice
1310 Prairie George Fillman 713-368-129	1001 Preston Tim Williams 713-755-5899	201 Caroline George Fillman 713-368-1129	1201 Franklin Paul Carter 713-368-9191	1115 Congress David Behm 713-755-5058	1019 Congress Tim Williams 713-755-5899	1200 Congress Jerome Files 713-222-4831

Security:
Alvin Foley
713-755-5172

Department Parking Coordinators

Department	Coordinator	Phone Number
Auditor's Office	Tommy Jenkins	713-755-6560
County Attorney	Cara Protain	713-755-6126
Pct. 2	Carmen Mireles	713-755-7109
Tax Office	Vicki Duran Linda Harvey	713-368-2558 713-368-2455
Pct. 1	Mittie Anderson	713-991-6881
County Judge	Sadia Lunsford Rudy Flores	713-755-4091 713-755-4019
County Clerk's	Maureen McDonald	713-755-3558
Pct. 3	Gail Abbott	281-463-6300
District Clerk	Darlene Johnson	713-755-2971
Human Resources	Tina or Fernando	713-755-6618/5025
Engineering/PID	Jack Pepas Janet Stubbs	713-755-7019 713-755-7014
Budget (Mgmt. Serv.)	Heather Couchene Daniel Huerta	713-755-8829 713-755-5113
ITC	Rosie Flores	713-755-1028

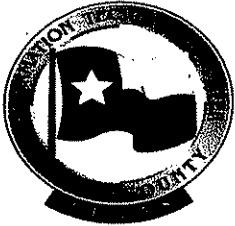
Department Parking Coordinators

County Auditors	Tommy Jenkins	713-755-6560
Domestic Relations	Christe Covellie	713-755-6770
David Hetzel	Juvenile Probation	713-222-4103
Rick Gomez	Juv. Prob. Transportation	713-222-4241
District Attorney	"Mac" McAnaully Walker	713-755-5877/0400
Pre-Trial Services	Myra Smith	713-755-5175
Constables, Pct. 1	Jeri Costello	713-755-7600
	Downstairs	713-755-2931
CSCD	Alex Herrera	713-755-2584
	Alex (cell)	281-705-1622
1st Court of Appeals	Geneva Granado	713-655-2789
	Karlne McCullough	713-655-2750/2787
14th Court of Appeals	Kelly McIntosh	713-655-2839

Department Parking Coordinators

Pct. 4	Sonya Guenther Cheryl Lottlinger Barbara Griffin	281-893-3726 " " x-41
Office of Emerg. Mgmt	Mike Stotler	713-881-3084
Community Development	Jessica Deculus	713-578-2007
County Treasurer	Linda Langlois	713-755-5332
Purchasing	Max Mutia	713-755-6596
Admin Off of Dist Courts	Clay Bowman Lisa Rodriguez	713-755-4699/6575 713-755-7660
Admin Off of Crim. Courts	Bob Wessels Illiana Hutchinson	713-755-5394 713-755-7732
Sheriff's Office Payroll		713-755-6030
Juvenile Court Coord.	Cindy Mosely	713-222-4875
Probate Court #4	Jose Martinez	713-368-6767
Probate Court #3	Javiar Cuellar	713-368-6734
Probate Court #1	Kimberly Hightower	713-368-6700
Probate Court #2	Wanda Elteman	713-368-6713
Court Judge	Judge Doug Warne	713-755-6242

Information Technology Center



HARRIS COUNTY, TEXAS

Information Technology Center

Bruce High
Chief Information Officer

Information Technology Center (ITC) offers a wide range of IT services for Harris County departments.

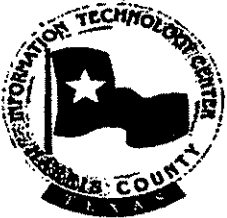
Services Offered:

- IT Help Desk
- Harris County Operators
- IT Training (Microsoft, IFAS and JIMS)
- Telephones and Video Conferencing
- Application Development and Web Services (Web site hosting, Content Management)
- County Archives
- Records Retention
- Architecture Design
- Server Administration and Maintenance
- Database Administration and Support
- Desktop PC Support
- Networking (LAN / WAN / Wireless) and Security
- Law Enforcement Radio Services

IMPORTANT CONTACTS and NUMBERS

Harris County Operators	713.755.5000 Or Press *0* from office phone	Directs calls to Harris County agencies 24/7 365 days a year
ITC Help Desk	713.755.6624 itchelpdesk@hctx.net	24/7 help support resource for technical needs. Online support is provided by the Desktop Support team when needed.
Harris County Records Retention	713.368.0039	Paul Scott, Records Officer Provides the guidelines, legal obligations, regulatory requirements, and operational needs for records and their retention for handling County records.
Harris County Records Management Center	713.368.0027	Sean Miller, Records Manager Provides pick up, storage, delivery, and destruction services to all Harris County departments.
IT Training	(Help Desk) 713.755.6624 itchelpdesk@hctx.net	Robert Cavazos Director of IT Training Provides hands on training in the county's financial system (IFAS), state and local law enforcement personnel training in the Justice Information Management System. Additionally, provides access to the e-Learning portal hosted by Microsoft.
Communications	(Help Desk) 713.755.6624 itchelpdesk@hctx.net	James Hebert, Senior Manager Telephone, IP Telephony, Distance Calling, Video Conferencing, Voice Messaging, Security, and Access Control Systems.
Business Analysis	713.368.0018	Kristin Karp, Managing Director of Business Solutions Provides assistance/IT guidance for understanding business processes (web development, applications that are end of life), and project analysis.

Records Management



HARRIS COUNTY, TEXAS

Information Technology Center

Bruce High
Chief Information Officer

March 2, 2010

Commissioners Court
Harris County Administration Building
1001 Preston, 9th Floor
Houston, TX 77002

Vote of the Court:	Yes	No	Abstain
Judge Emmett	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Lee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Garcia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Radack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Eversole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CC's TO:
L Hamilton
V Bally
CCC+Crnt Court
BY: <u>14</u>
DATE: <u>3-11-10</u>

RE: Request for Authorization to File Amended Records Control Schedule

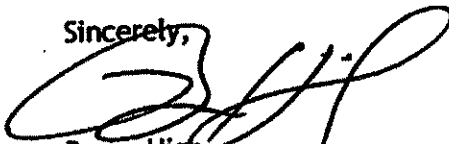
Members of Commissioners Court:

Information Technology Center Records Management, requests authorization to file the attached Amended Records Control Schedule with the Texas State Library and Archives Commission in accordance with Texas Local Government Code, 203.041(d).

The Amended Records Control Schedule was prepared in compliance with the November 20, 2007 Commissioners Court order to the Information Technology Center, the County Attorney's Office and Information Technology Center Records Management to assess and make recommendations regarding policies, procedures, and methodologies for the proper retention, storage management and disposal of Harris County Records. Accordingly, Iron Mountain Consulting drafted a comprehensive schedule that applies to all offices participating in the County wide Records Management Program. Those departments and Information Technology Records Management subsequently reviewed the schedule. Their observations and corrections were incorporated into this, the final, version which, in accordance with Section 3.3 of the Records Management Policy & Plan adopted by Commissioners Court on October 13, 2009, has been approved by the County Attorney, County Auditor, and Information Technology Center.

This Schedule supersedes all previously adopted departmental Records Control Schedules.

Sincerely,


Bruce High
Chief Information Officer

BH/PS/lh
Attachments

cc: Bruce High, ITC
Kevin Russell, ITC
Kathy Cook, ITC
Linda Hamilton, ITC
Hon. Vince Ryan, County Attorney
Barbara Schott, Auditor
Chron

Presented to Commissioner's Court

MAR 09 2010

APPROVE G/E
Recorded Vol _____ Page _____

10 MAR -2 PM 3:00
HARRIS COUNTY
MANAGEMENT SERVICES

ITC- copy

Co Atty- copy

For Inclusion on Court Agenda dated March 9, 2010

Local Government-Records Control Schedule CERTIFICATION AND ACCEPTANCE

Section 1 USE OF FORM (check one, see reverse)

- ☐ Original Filing—Form SLR 500
☒ Amended Schedule—Form SLR 500
☐ Amendment to Schedule—Form SLR 520

Number of Pages in Attachment 88

Date of Attachment February 10, 2010

Date of previous schedule the attachment amends, if applicable 1988-2008

Section 2 SUBMISSION OF DATA (see reverse)

Government Harris County
 Office All except County Clerk, District Clerk, Tax Assessor
 Department County Wide
 RMO Address Information Technology Center, 406 Caroline
 City Houston Zip 77002
 Telephone 713 368-0039

Section 3 LOCAL GOVERNMENT CERTIFICATION

The attached document of the type indicated above is submitted for filing pursuant to Local Government Code §203.041. The attachment has been approved according to the ordinance, order, or plan of the local government or elective county office for which I am the Records Management Officer. I certify that the administrative rules for electronic records, adopted under Local Government Code §205.003(a), will be followed for records subject to the rules.

Name and Title (print or type) Paul R. Scott, Records Management Officer

Signature Paul R. Scott Date March 23, 2010

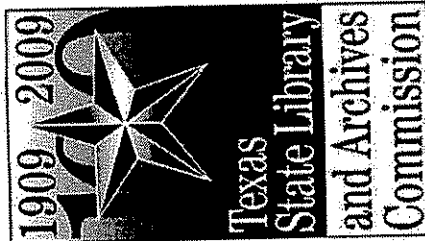
Section 4 TEXAS STATE LIBRARY ACCEPTANCE (to be completed by Texas State Library)

The records control schedule, amended schedule, or amendment to schedule for filing with this transmittal sheet has:

- ☒ been accepted for filing pursuant to Local Government Code §203.043(a). A record appearing on the schedule or amendment may be disposed of at the expiration of its retention period without additional notice to the director and librarian, subject to the provisions of Local Government Code §203.041(d).
☐ been accepted for filing subject to the conditions stated in the accompanying letter pursuant to Local Government Code §203.043(d).
☐ not been accepted for filing pursuant to Local Government Code §203.043(b). See accompanying letter for explanation.

Name and Title (print or type) B. Adams BRET D. ADAMS, Government Information Analyst

Signature B. Adams Date 8/11/10



Form
SLR 540

Texas
State Library
and Archives
Commission

State and
Local Records
Management Division

Box 12927
Austin, Texas 78711-2927

512-421-7200
512-421-7287 FAX

SLR 540 (2009)



Records Management Policy & Plan

Harris County Texas

***Prepared By:
Harris County ITC partnering with the Harris County
Attorney's Office***

***Version 1.0
May 29, 2009***

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1.0 Purpose

The Harris County Texas (the County) Records Management Policy (Policy) establishes the framework of rules and guidelines for handling all of the County's records throughout their lifecycle, including creation, access, use, storage, retention, and disposition. This Policy ensures the satisfaction of legal obligations, regulatory requirements, and operational needs for records and their retention by establishing consistent and accountable recordkeeping practices throughout the County.

2.0 Scope

This Policy and subsequent policies, procedures, and standards adopted under the Records Management Program apply to:

- All records created or received in the transaction of the County's business or in the fulfillment of legal obligations, regardless of media or format (e.g., electronic, e-mail, imaged, paper, etc.).
- All appointed officials and elected officials who choose to participate in the County Records Management Program, and all employees, contractors, and agents, who create, receive, manage or use County records in the course and scope of their duties.
- All physical locations where records are maintained, including firms and individuals acting as agents of the County.

This Policy is established and maintained by the ITC Records Management Division and supersedes all previous records management policies, procedures, or standards intended to apply to the subject matter of this Policy.

3.0 Roles and Responsibilities

3.1 Manager, Records and Information Management

Manager, Records and Information Management is the senior records official of the County's Records Management Program and is responsible for:

- Overseeing the management of the County's Records Management Programs and ensuring resources are available to assist department heads and elected officials in its implementation;
- Overseeing the planning, formulation of, and prescribing of records policies, systems, standards, and procedures for all County departments;
- Overseeing the operations of the County Records Center;
- Overseeing the operation of the County archives and archival program;
- Ensuring compliance with all Commissioner's Court reporting requirements

- Overseeing that the maintenance, preservation, imaging, microfilming, destruction, or other disposition of County Records is carried out in accordance with the policies and procedures of the Records Management Program and the requirements of Texas Law; and
- Creating and maintaining management and statistical reports on all aspects of the County's Records Management Program;

3.2 County Records Management Officer

The County Records Management Officer is responsible for:

- Assisting in establishing and developing policies and procedures for a records management program for the County;
- Assisting in the implementation of the records management program and providing assistance to custodians for the purposes of reducing the costs and improving the efficiency of recordkeeping;
- Monitoring Records Retention Schedules and administrative rules issued by the Texas State Library and Archives Commission to determine if the Records Management Program and the County's Records Control Schedules are in compliance with state regulations;
- In cooperation with custodians, identifying and taking adequate steps to preserve Harris County records that are of permanent value;
- In cooperation with custodians, identifying and taking adequate steps to protect essential Harris County records;
- In cooperation with custodians, ensuring that the maintenance, preservation, microfilming, destruction, or other disposition of County Records is carried out in accordance with the policies and procedures of the Records Management Program and the requirements of Texas Law;
- In cooperation with the custodians of the records:
 - (A) prepare and file with the director and librarian the records control schedules and amended schedules required by Section 203.041 of the Texas Local Government Code, as amended, and the list of obsolete records as provided by Section 203.044; and
 - (B) prepare or direct the preparation of requests for authorization to destroy records not on an approved control schedule as provided by Section 203.045 of the Texas Local Government Code, as amended, of requests to destroy the originals of permanent records that have been microfilmed as provided by Section 204.008, and of electronic storage authorization requests as provided by Section 205.007.
- Instructing and training Records Liaison Officers or other personnel in policies and procedures of the Records Management Program and their duties in the Records Management Program and the requirements of Texas law;
- Collaborating with Records Liaison Officers or other personnel in the conduct of records inventories in preparation for the development and/or update of Records Control Schedules and the requirements of Texas law;

- Acting as the Records Custodian for those records for which the office of origin cannot be determined and also for records of defunct offices unless the records have been transferred to the custody of another County office;
- Disseminating to the governing body and custodians information concerning state laws, administrative rules, and the policies of the government relating to local government records; and
- In cooperation with custodians, establishing procedures to ensure that the handling of records in any context of the records management program by the records management officer or those under the officer's authority is carried out with due regard for:
 - (A) the duties and responsibilities of custodians that may be imposed by law; and
 - (B) the confidentiality of information in records to which access is restricted by law.

3.3 Records Management Advisory Committee

The Records Management Advisory Committee is comprised of the County Records Management Officer and representatives from the County Attorney, District Attorney, and County Auditor.

- A subcommittee consisting of the County Auditor, District Attorney and County Records Management Officer reviews and approves all destruction of records whether in accordance with an approved Records Control Schedule or in accordance with the Tex. Loc. Gov't CODE § 203.045, as amended.
- A subcommittee consisting of the County Auditor, County Attorney and County Records Management Officer reviews and approves Records Control Schedules before they are submitted to the Texas State Library

3.4 County Attorney, County Auditor, County Records Management Officer, District Attorney, Department Records Custodian and Judges Ruling

These individuals and/or departments or rulings are responsible for:

- Authorizing suspension of the routine destruction of records by issuing destruction holds to support ongoing audits, litigation, Public Information Act Requests and other events;
- Authorizing the release of destruction holds;
- Notifying the County Records Management Officer of significant changes in the County's organization and/or regulatory changes that necessitate a review of the County's records management policies and procedures and the Records Control Schedules.

3.5 Department Heads

Department Heads are responsible for:

- Designation of Records Liaison Officers;
- Designation of Custodians of Public Records and/or Officers for Public Information for their offices to comply with Public Information Act requests, subpoenas, and other requirements to verify the validity of the records for their offices;
- Cooperating with the Manager, Records and Information and the County Records Management Officer in carrying out the policies and procedures established in for the efficient and economical management of County records;
- Maintaining the records in his or her care and carrying out their arrangement, description, preservation, (including, if necessary their microfilming or electronic copying), and disposition only in accordance with the policies and procedures of the Records Management Program of the County and the Texas Local Government Records Act.

3.6 Records Liaison Officers

Records Liaison Officers are designated by their Department Heads, and are responsible for implementation of the Records Management Program within their departments. Records Liaison Officers are responsible for:

- Assisting the County Records Management Officer in the development of Records Control Schedules;
- Coordinating and implementing, in cooperation with the Manager, Records and Information and the County Records Management Officer, the policies and procedures of the Records Management Program in their department; and
- Disseminating information to department staff concerning the Records Management Program.

3.7 County Employees, Contractors, Agents

All County employees, contractors and agents have a responsibility to comply with records management policies and procedures and relevant laws and regulations. Specific responsibilities include:

- Creating, receiving, and managing records as part of their daily work according to established policies and procedures;
- Evaluating paper and electronic records to determine their appropriate classification and storage requirements; and
- Disposing of records according to established records management policies and procedures.

4.0 Ownership of Records

All Harris County records, documents, and information regardless of physical form and regardless of whether public access is open or restricted are hereby declared to be public property with title vested in Harris County. No County official or employee has by virtue of his or her position any personal or property rights to them even though he or she may have developed or compiled them. Harris County forbids the unauthorized destruction, removal, or use of its records and information. The County reserves the right to access and review the content of any records or information created, stored, transmitted or received using County computers or other County resources except as provided by law, employees should not expect any right to privacy with respect to such records.

5.0 Records Lifecycle Management

5.1 Creation and Capture

Records provide documentation of governmental business transactions, decisions, operations, and other official activities. The latest, complete, and final version of a record constitutes an Official Record. All drafts, duplicates, and convenience copies are Transitory Records to be retained as long as they are of administrative value or as otherwise required by law, regulation, or this policy. All records should be created and composed in a professional and concise manner using appropriate language and facts. Employees, contractors, and agents are expected to capture and retain County records in an approved recordkeeping system.

5.2 Use and Access

Public records must be available both for business purposes and, except as where otherwise provided for by law, accessible to the public to comply with our society's commitment that the people have complete information about the affairs of government and the official acts of public officials and employees. All County employees, contractors, and agents must take reasonable steps to protect the security of records and information and to prevent unauthorized access to those documents excepted from disclosure by the Public Information Act or made confidential by other law or regulation. They must behave ethically in relation to their privileged access to information.

Misappropriation of records, or giving access to another person who is not authorized, is strictly prohibited.

Records within a given department may be accessed for operational purposes only by employees designated by the Department Head. Access to others may be granted by the Department Head, based on the business need.

The County Records Management Officer has access, to the extent allowed by law, to all records for litigation, investigation, and audit support.

5.3 Storage

Records are considered active while they relate to current or in-process activities and are referenced regularly; records become inactive when the activities they refer to are closed or completed or they are no longer referenced regularly. Active records must be stored in an approved recordkeeping system (whether manual or electronic).

Active records must be reviewed regularly to dispose of records that have no administrative value and move inactive records to inactive storage, flagged for destruction review or preservation as historical records.

Inactive records must be stored to ensure their protection, usability, and integrity for the period of time prescribed in the Records Control Schedule(s). Records must be stored on County premises or in an approved off-site storage facility. Storage facilities, whether on-site or off-site, must protect records from environmental or other physical harm and from unauthorized access.

5.4 Retention

The County Records Control Schedule(s) are the only retention policies authorized for County use. The Records Control Schedule(s) identify and describe Official Records of the County and specify how long each record must be retained based on its operational, legal, or historical value to the County, along with the two exceptions below.

The first exception is a destruction hold, which is an order to preserve and protect records during or in anticipation of litigation, investigation, inspection, or audit. The duty to preserve records subject to destruction hold supersedes the scheduled retention and destruction of records. Under a hold order all records including records that have no administrative value may be retained for longer than the period prescribed in the Records Control Schedule(s) and may not be destroyed, even if otherwise eligible, until the hold order is lifted.

The second exception is an expunction order which is a court order that requires the destruction of all case files, offense reports, investigations, and other records relating to a criminal case. Upon receipt of an expunction order it becomes the duty of every recipient to comply with the instructions of the court, typically destroying or returning the case files to the court, obliterating names in dockets and indexes, deleting electronic files and otherwise destroying or altering records associated with the case to protect the identity of the accused.

5.5 Final Disposition

When Official Records have been retained for their full retention period and are no longer subject to any destruction hold, they must be properly disposed, according to procedures outlined in the Records Management Procedures Manual.

Any remaining Transitory Records that have no administrative value should be destroyed at this time. Department heads at their discretion may authorize retention of Transitory Records for reference purposes provided that such copies do not violate the privacy of citizens or compromise the interests of Harris County. Departments shall categorize such documents under the appropriate category established for reference documents, along with an appropriate retention period.

Premature destruction of Official Records is expressly prohibited. Destruction of confidential Official Records should be carried out only in accordance with the confidential destruction procedures outlined in the Records Management Procedures Manual.

6.0 Related Policies

This Policy is supplemented by the following County policies and any others issued relating to records management. Employees are advised to review this documentation for additional information:

- Records Control Schedule(s)
- Records Management Procedures Manual
- Electronic Equipment, Media and Services Policy
- County Personnel Rules

7.0 Compliance

Each County department is responsible for implementing this Policy and ensuring ongoing compliance with it, the Records Control Schedule(s), and any related procedures or guidelines issued by the Records Management Department.

Departments are required to demonstrate their compliance annually and are subject to internal audit of their recordkeeping practices.

Any violation of this Policy may result in disciplinary action, up to and including termination of employment and the possibility of civil or criminal liability.

8.0 Policy Amendment

This Policy is subject to change and will be reviewed annually to determine changes in legal, regulatory, or operational requirements for records management and retention. Any deviation from this Policy requires the approval of the Manager, Records and Information Management and the County Attorney prior to submission to Commissioner's Court for review and approval.

9.0 Glossary

The following definitions shall apply in the application of this Program.

"Archives" shall mean that section of the County's Records Management program to which permanent records no longer needed for the operational needs of the creating department are transferred to for preservation and public access.

"Custodian of Public Records" shall mean the Records Custodian or the person appointed by the Department Head to receive and process such requests as subpoenas and to verify the validity of records produced in response to such a request.

"Department Head" shall mean any officer who is in charge of a department of Harris County that creates or receives records.

"Essential Record" shall mean any record necessary to the resumption or continuation of operations of Harris County in an emergency or disaster, to the re-creation of the legal and financial status of Harris County, or the protection and fulfillment of obligations to the people of Texas.

"Manager, Records and Information Management" shall mean the individual designated in Section 3.1 of this Plan.

"Official Record" shall mean the latest, complete, and final version of a record.

"Permanent Record" shall mean any record of Harris County for which the retention on the approved Records Control Schedule is given as "permanent."

"Records" shall mean all documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, and other information recording media, regardless of physical form or characteristics and regardless of whether public access is open or restricted under the laws of the state of Texas, created or received by Harris County or any of its officers or employees pursuant to law or in the transaction of public business. It does not include blank forms, stocks of publications, reference material, or correspondence and messages of a personal or professional nature than an employee or official may keep at his or her offices that do not document public business.

"Records Custodian" shall mean the appointed or elected public official who is in charge of a Harris County office that creates or receives Harris County records.

"Records Liaison Officer" shall mean the person or persons designated under Section 3.6 of this Plan.

"Records Management Advisory Committee" shall mean the committee established under Section 3.3 of this Plan.

"Records Management Officer" shall mean the individual designated in Section 3.2 of this Plan.

"Records Control Schedule" shall mean a document prepared by or under the authority of the Records Management Officer listing the records maintained by Harris County, their retention periods in accordance of the Texas Local Government Records Act. TEX. LOC. GO'S Code §§ 203.001 *et seq.*, as amended, and other records disposition information that the records management program may require.

"Retention period" shall mean the minimum time that must pass after the creation, recording, or receipt of a record, or the fulfillment of certain actions associated with a record, before it is eligible for destruction.

"Records of no administrative value" shall mean all preliminary drafts, duplicates, and convenience copies.

"Transitory Record" shall mean all preliminary drafts, duplicates, and convenience copies of records.

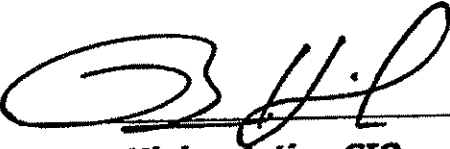
10.0 Approvals



Vince Ryan
Harris County Attorney

9/28/09

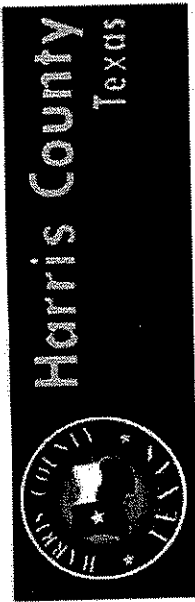
Date



Bruce High – Acting CIO
Harris County ITC

9-28-09

Date



**ENDORSEMENT OF HARRIS COUNTY OFFICIALS
FOR SUBMISSION OF RECORDS
CONTROL SCHEDULE**

We have reviewed the attached Records Control Schedule and approve of its submission to the Texas State Library and Archives Commission pursuant to Tex. Local Government Code, §203.043(a) and Sections 3.2 and 3.3 of the Records Management Policy and Plan as approved by Commissioners Court on October 13, 2009.

Paul R. Light
Signature of County Records Management Officer

Heather Gay
Signature of County Attorney's Representative
To The Records Management Committee

Jane T. Norstrom
Signature of County Auditor's
Representative to the Records
Management Committee

March 9, 2010
Date Approved by Commissioners Court



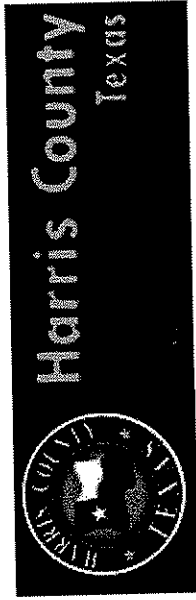
Records Control Schedule

General Provisions

1. This Records Control Schedule establishes retention requirements for most Harris County records. Any record not included in this schedule is governed by the Records Retention Schedules issued by the Texas State Library and Archives Commission pursuant to The Government Code, Section 441.158.
2. This schedule supersedes all previously adopted department specific Records Control Schedules but such schedules may be used by departments as File Plans.
3. The Records Management Officer is authorized and directed to amend this Records Control Schedule whenever any longer retention requirement is subsequently established by statute, regulation, or court order. The amended Records Control Schedules does not require Commissioners Court approval or submission to the Texas State Library and Archives Commission to become effective.
4. The Records Management Officer is also authorized to amend this Records Control Schedule without Commissioners Court Approval if so directed by the Director and Librarian of the Texas State Library and Archives Commission.
5. Departments and the Records Management Officer must obtain authorization to destroy and document the destruction of official county records in accordance with the Records Management Policy and Plan and procedures adopted under it. It is an exception to this policy, however, that this Records Control Schedule is sufficient authorization for Departments to destroy any record with a retention period of 1 year or less unless it is subject to a legal or audit hold or is responsive to a pending Public Information Act Request.

Abbreviations Used

FE and FYE = Fiscal Year End
LA= Life of Asset



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Records Control Schedule

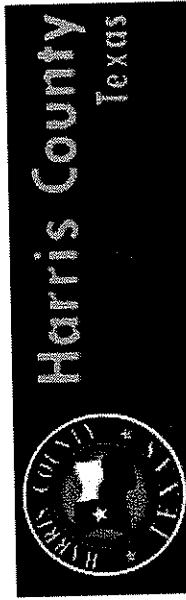
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GENERAL ADMINISTRATION

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1002-01	Board Meeting Agendas	Records related to meeting agendas. Includes open meeting and closed session meeting agendas	Bail Bond Board agendas; Juvenile Board Meeting Agendas	3 Years	Destroy
1002-02	Board Meeting Minutes and Recordings	Records related to board meeting minutes and recordings that set County policy. Includes Juvenile Board meeting minutes, JIMS executive meeting minutes, and Bail Bond meeting minutes	Bail Bond Board Minutes; Board Files; JIMS Executive Committee Minutes; Juvenile Board Meeting Minutes	Permanent	Transfer to Archives
1002-03	Complaints, Requests, and Recommendations from Public	Records related to complaints, requests, and recommendations received from the public relating to government policy and services. Does NOT include Public Information Act Requests, Item #1002-15.	Complaint Report Files; Constituent Requests; Fatality Marker Requests; Surveys; Americans with Disabilities Act Complaints	Resolution or Dismissal + 2 Years	Destroy



Records Control Schedule

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GENERAL ADMINISTRATION

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1002-04	Contracts, Leases, and Agreements	Records related to obligations under contracts, leases, and other agreements. Includes contract changes, contract outside services, contract compliance, patrol contracts, and deputy contracts.	Agreements; Blanket Contracts; Change of Contracts; Concessionaire Files; Contract Compliance Documents; Contract Files; Contract Patrol; Contract Summaries; Inter-local Agreements; Leases; Memorandum of Understanding; Software Licenses; Subdivision Contracts; Job Files	5 Years after the expiration or termination of the instrument according to its terms	Destroy
1002-05	Contracts, Leases, and Agreements—Grant Funded	Contracts, Leases and Agreements paid by Grant Funds	Sub recipient contract; Leases or Software Purchases Paid with Grant Funds	5 Years from date of completion letter or the termination of the instrument, whichever is longer.	Destroy



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GENERAL ADMINISTRATION

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1002-06	Correspondence, Internal Memoranda, and Subject Files—Policy and Program Development	Correspondence, internal memoranda and general subject files that are not part of another records series in this Schedule pertaining to the formulation, planning, modification, or redefinition of the policies, programs, services, or projects of Harris County.	Administrative Files; Communications; Correspondence and Subject Files; Countywide File; Court Letters; Harris County Child Abuse Task Force Board Correspondence; Juvenile Integrated Information Sharing Files; T-CARE Executive Director Meeting Correspondence; Texas Network of Youth Services; Shelter Task Force Correspondence; Website Committee Correspondence; Youth Services Committee Correspondence; Legal Research	5 Years	Destroy
1002-07	Correspondence, Internal Memoranda, and General Subject Files - Administrative and Routine	Correspondence, internal memoranda and general subject files that are not a part of another records series in this Schedule pertaining to the routine administration of the policies, programs, services, and projects of Harris County.	Administrative Files; Chambers and Civic Clubs Meeting Data; Charities Request to use Toll Roads; Contact Lists; Customer Correspondence; FDIC Student/ Instructor Mailing Lists; General Files; Internal and External Departmental Communications; Invitations/ Requests for Appointments; Legislation; Letters and Correspondence; Mailing Lists; Management Districts Meeting Data;	2 Years	Destroy



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GENERAL ADMINISTRATION

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
			Memorandums; Official Welcome Letters; Organization Meeting Data; Patron Communications; Patron Emergency Assistance Team Claims Comment Cards; Reading Files; Sheriff's Department Inmate Crew Correspondence; Signature Authorizations; Student Letters; Task Force Board Correspondence; Written Correspondences to or from the Chief/Messages Directed through the Chief's Office		
1002-08	Commissioner's Court Submissions	Department's copies of items considered by Commissioner's Court that do not become part of another records series. (NOTE: The County Clerk retains the file copy of most items submitted to Court.)	Agenda Item Letters; Commissioner's Court Agendas (notated); Proclamations; Resolutions	1 Year	Destroy



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GENERAL ADMINISTRATION

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1002-09	Real Property Acquisition Records	Records related to the transfer of titles of real property. Includes Deeds and Easements. Does not include Constable Sales. Item 4250-01	Abandonment and Sale of Property Records; Appraisal report; Assignment to Easement Records; Dedication of Land Records; Deeds; Grants and Conveyance; Land Description Records; Parcel Files; Relocation correspondence; Right of Way Acquisition Records; Right-of Way Instruments; Title Policies; Title report; Utility Notification Permits (to use County Right of Ways).	Permanent	Transfer to Archives
1002-010	Insurance Policies	Records related to liability, fire, health, automotive theft, and local government property, personnel, and other insurance policies. Includes supporting documentation.	Insurance Policies; Insurance Policies/Medical and Property; Privately Owned Vehicle Insurance Records	4 Years After the Termination of the Policy, According to its Terms.	Destroy
1002-11	Legal Opinions	Formal legal opinions rendered by the County or District Attorney. Does not include decisions rendered on Public Information Act Requests, (1002-15).	District Attorney Opinions; Legal Opinions	Permanent	Transfer to Archives



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GENERAL ADMINISTRATION

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1002-12	Notary Public Log Books	Records documenting notarizations. Notary Records are the personal property of the notary. Government Code 406.022 requires such abandoned records to be transferred to the County Clerk.	Notary Information; Notary Log book with a listing of all testimony which has been transcribed or requested to be transcribed; Notary Records	Transfer to County Clerk	Destroy
1002-13	Departmental Staff Meeting Minutes	Records related to internal staff meetings. Includes agendas, minutes, and supporting documentation. (Caution some departmental minutes contain historical information and should be transferred to County Archives)	Administrative Conference Meeting Minutes; Clinic Steering Committee Meeting Agendas, Minutes; CQI Leadership Team Meeting Minutes; Director's Staff Meeting Minutes; Executive Committee Meeting Minutes; Staff Development Committee Meeting Agendas and Notes; Website Committee Meeting Agendas	5 Years	Destroy/ Archival Review
1002-14	Public Relations	Records related to communications with the public. Includes news paper article, news paper clippings, and press releases. (Caution some Press Releases, News Clippings, PowerPoint Presentations, Speeches and	Press Releases; Advertisements; Bulletins; Media requests; News Clippings; Patron Recognition; PowerPoint presentations and materials used in public programming includes speeches, handouts, exhibit materials.; Presentations; Public Relations	2 Years	Destroy/ Archival Review For Those Designated In Comment Column



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GENERAL ADMINISTRATION

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
		Presentations should be transferred to archives especially if related to elected officials)	Event Checklists; Public Relations File; Publicity; Road Advisories; Speeches		
1002-15	Public Information Requests	Records related to responding to public information requests. Includes open records requests.	Open Records Requests; Texas Public Information Act Requests and Responsive Information	2 Years after information provided or date of notification that the records are excepted from disclosure.	Destroy
1002-16	Organizational Charts	Records related to the structure and staffing the County's departments. Includes positions, titles, and employee names	Organizational Charts; Organizational Flow Charts; Personnel Organization Chart	Until superseded + 5 Years	Destroy
1002-17	External Audits	Records related to performance audits conducted by outside entities on County departments.	Teas Crime Information Center Audits, ASCLD Audit	3 Years	Destroy
1002-18	Permits and Licenses	Records related to the issuance of permits and licenses by the County. Excludes building permits. (5275-03 for Building Permits)	Scheduling Permits; Solicitations	Expiration, cancellation, revocation, or denial of permit or license + 2 Years	Destroy



Records Control Schedule

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GENERAL ADMINISTRATION

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1002-19	Photographs, Images, Recordings, and Other Non-Textual Media	Photographs, recordings, and other non-textual media that are Official Records and are not a part of another record series in this Schedule. (NOTE: most photos and similar items are Transitory Records with no retention requirements but are still subject to archival review)	Aerial Photographs; Constructions Images; Employee Photographs; Environmental Images; Map Books; Monumentation Maps; Photographs	Permanent (But See Note)	Retain/ Archival Review
1002-20	Policies and Procedures	Records documenting the policies and procedures intended to ensure compliance within the County and departments. Includes acknowledgments, manuals, and disaster plans.	Accounting Manual; Acknowledgment Form – Harris County Personnel Regulations; Civilian Rules of Conduct; Civilian Rules of Conduct Administration; Civilian Training Records; Code of Ethics and Rules of Conduct Policies; CQI Operations Manuals; Department Policies and Procedures; Desk Manuals; Disaster Recovery and Emergency Planning Records; Disasters Recovery Plans; Dress Code Policy; Drug and Alcohol Policy Acknowledgments; Email/Internet Policies; Employee Policy Manuals; Evacuation Route	Until rescinded or superseded +5 Years.	Destroy/ Archival Review



Records Control Schedule

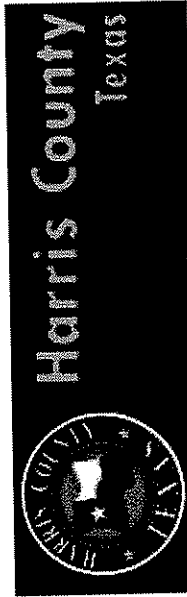
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GENERAL ADMINISTRATION

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1002-20	Publications	Published reports, pamphlets, brochures, studies, newsletters, and similar, materials issued by Harris County or its departments for formal widespread distribution of information to the public or internally. Can include web pages or entire websites. Does not include items (such as flyers) relaying information of fleeting value. (See Public Relations, 1002-13).	Records; Nepotism Declaration; Office Procedures; Operations Manuals; Payroll Manual; Policies and Procedures; Procedure Approval Documentation; Purchasing Rules and Regulations; Safety Policies Agency News Letters; Brochures, and other Educational Material; EZ Tag Brochures; Informational Brochures; Intranet Newsletter Webpage; Newsletters; Overall Internet Webpage	Permanent	Transfer One Copy to Archives
1002-21	Records Control Schedules and Destruction Certificates	Records documenting Harris County's records retention and disposition policy and the disposition of records.	Certificates of Destruction; Public Records Lost, Damaged, or Destroyed Without Proper Prior Notification (Auditor's Form 3364); Records Destruction Notices; Records Retention Schedules	Permanent	Transfer to Archives



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GENERAL ADMINISTRATION

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1002-22	Records Management Activity Documentation	Records documenting records management services provided to County departments (including storing, referencing, and servicing records) as well as routine Record Center Operations. Does not include Records Destructions – 1002-21.	Box Number Assignments Logs; Records Interfiling Forms; Records Request Forms	5 Years from the date completed or last action. NOTE: Records requests are considered complete when the file is returned or records of the same series and the dates are destroyed	Destroy
1002-23	Annual and Special Reports (Non-Fiscal)	Formal reports detailing the County's or a department's activities as required by law regulation, or policy.	Accreditation Reports; Agency Annual Reports; Racial Profiling Records - Annual	Permanent (NOTE: If filed with Commissioner's Court, the County Clerk will retain the County's file copy but if filed with an outside agency, the Department's copy must be retained.)	Transfer to Archives



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GENERAL ADMINISTRATION

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1002-24	Periodic Reports and Studies (Non-Fiscal)	Reports and studies prepared for internal purposes.	Closed Case Activity Reports; Departmental Legislative Reports; Racial Profiling Reports - Monthly; Special Events Parks Division Records; Special Events Records	5 Years	Destroy
1002-25	Activity Reports (Non-Fiscal)	Daily or other short-term reports detailing employee activities for workload management productivity, etc. except similar reports listed elsewhere in this Schedule.	Admin. Statistics; Clerical Statistics; Customer Service Documentation by year; Data Tracking Spreadsheets; Gate Override Reports; Monthly Statistical Report Per Caseworker; Shift Reports	1 year	Destroy
1002-26	Waivers of Liability	Records related to statements signed by volunteers acknowledging non-entitlement to benefits, agreeing to abide by local government policies.	Patron Emergency Assistance Team Assumed Risk by Requester of Service Signature Forms; Ride Along Releases	Cessation of activity + 3 Years.	Destroy



Records Control Schedule

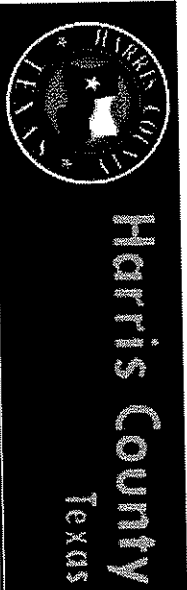
County Wide Records Management Program

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FISCAL ADMINISTRATION

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1027-01	Annual Audit of Harris County and the Harris County Flood Control District	Records related to audits of Harris County and Harris County Flood District includes annual audit reports and clearing letter.	Annual Audit of Harris County and the Harris County Flood Control District; Annual Audit Report Clearing Letters	Permanent	Deposit one copy with Archives
1027-02	Departmental and Program Audits	Records related to the periodic audit of Harris County Department. Includes reports, work papers, and related material.	Annual Departmental Audits; Audit Work Papers (including batch proofs, deposit slips, schedules); Auto Audit SNAP Reports (by activity and phase); Auto Audit SNAP Reports (by engagement due dates); HCME Fiscal Year End Financial Reviews; Management Letters; Various IFAS Reports (for audit preplanning)	Completion of the Audit + 3 Years	Destroy
1027-03	Bond Records	Records related to the management of bond issued to investors.	Bond Prospectus; Bond Ratings; Bond Refund documents	Permanent	Transfer to Archives
1027-04	Annual Budgets of Harris County	Records related to annual budget developed by Harris County.	Budget Procedure Manual; Harris County, Texas and Harris County Flood Control District, Annual Budget Fiscal Year	Permanent	Deposit one copy with the Archives



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FISCAL ADMINISTRATION

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1027-05	Budget Request and Change Documentation	Records documenting budget requests and changes to the current budget. (Caution departmental Budget Requests often include succinct narratives and statistics documenting departmental activities and thus are subject to archival review)	Budget Requests; Addition of Funds Requests; Annual Budgets/Budget Revisions Requests	5 Years	Destroy/ Archival Review
1027-06	Budget Request and Change Information Pertaining to Grant Budgets	Records documenting grant fund budget requests and changes to the current budget.	Budget Requests; Addition of Funds Requests; Annual Budgets/Budget Revisions Requests	5 Years From Date of Completion Letter	Destroy
1027-07	Capital and Fixed Asset Records	Records related to the capital and fixed assets of a local government. Includes property inventories and dispositions. (NOTE Disposition reports do NOT include Lost and Stolen Reports. Item 1077-05)	Annual Inventory Records; Division Fixed Assets Reports; Inventory Completion Statements; Inventory Control System Records; Inventory Records; Surplus Property Receipts; Transfer of Assets/Inventory Change Notices	Date of disposal or until superseded + 3 Years	Destroy



Records Control Schedule

County Wide Records Management Program

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FISCAL ADMINISTRATION

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1027-08	Capital and Fixed Assets Records— Bond Funded Assets	Records related to capital and fixed assets financed by bond funds. NOTE: Should be reviewed at 50 years to determine if bond has reached final disposition.	Annual Inventory Records; Division Fixed Assets Reports; Inventory Completion Statements; Inventory Control System Records; Inventory Records; Surplus Property Receipts; Transfer of Assets/Inventory Change Notices	Permanent (But See Note)	Retain
1027-09	Routine Financial Records	Routine reports not listed elsewhere in this schedule and documents providing periodic financial information to County departments. (NOTE: Transitory documents of a financial nature are not Routine Financial Records)	Annual Cost Reports; Attorney Fees Report; Audit Reports: monthly Business Office internal cash audit reports; Auditor's Monthly Financial Statements; Budget Reports; Cash Statements and Asset Lists; Disbursement Reconciliation Sheets; Distribution Reports; Employee Insurance costs, Reconciliations and Projection Reports; Expense and Revenue Summary Report; Financial Reports: Internal reference of monthly cash flow; Financial Statements; Hot Check Reports; Interest Allocation Reports; Interest Summary Report for Guardianship Accounts; Jurisdiction Remittance Reports; Jurisdiction Remittances Reports - Monthly; Management	5 Years	Destroy



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Records Control Schedule

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FISCAL ADMINISTRATION

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
			Reports; Mid-Year Review and Status Reports; Monthly Fee Recaps; Monthly Financial Binders; Monthly Financial Reports; Monthly Revenue Reports; Monthly Transaction Reports; Payment Files; Support files of client services paid to vendors, as required by CJAD; Quarterly Financial Reports; Refund/Transfer Requests		
1027-10	Annual and Longer Range Reports	Reports and documents providing long range financial information to County departments.	Annual Financial Reports; Investment Studies	Permanent	Transfer to Archives
1027-11	Grant Records	Records relate to the development and administration of grants received by the County. Includes successful applications, and performance documentation. (Caution: Grant Applications frequently include succinct and detailed information about the operations of the applying department and Harris County,	Accounts Payable--Grants; Client Loan Files; Environmental Reviews (Community Services); Final Financial Reports (by Sub recipient/FY); Fund Development Files; Grant Applications; Request for Proposals, Awards, Denials and Related Documents; Grant Applications and Award Letters; Grant Applications and Documentation; Grant Development and Administrative Records; Grant	Date of Completion Letter + 5 Year or Terms of Grant, whichever is Longer	Destroy/ Archival Review



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FISCAL ADMINISTRATION

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
		in which case they should be transferred to the County Archives.)	Documentation; Grant Documents; Grant Reports; Grants; Grants Monitoring Reports; Project Files (Grant Programs); Time and Attendance Records--Grants		
1027-12	Grant Applications - Unsuccessful	Applications and documents supporting unsuccessful grant requests. Caution: (1) Even unsuccessful grant applications can be the basis of future successful applications so users should be careful neither to destroy valuable resources nor needlessly retain useless or redundant files. (2) Grant Applications frequently include succinct and detailed information about the operations of the applying department and Harris County, in which case they should be transferred to the County Archives.)	Grant Applications (Unsuccessful)	1 Year	Destroy



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FISCAL ADMINISTRATION

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1027-13	Investment Transaction Records--General	Records related to the investment of public funds or trust funds by Financial Services or other County Offices.	Daily Investment Runs; (Equity) Purchase Forms; ERIN Monthly Reports; (Financial Services) Work Papers; Mark to Market Reports; Merchant Service Reports; Mutual Fund Statements; Rate Sheets; Trust Statements; Wire Transfers	FYE + 5 Years	Destroy
1027-14	Investment Transaction Records Related to Bond Proceeds	Records related to the investment of bond funds while awaiting their use. NOTE: Should be reviewed at 50 years to determine if Bond has reached final disposition.	Daily Investment Runs; (Equity) Purchase Forms; ERIN Monthly Reports; (Financial Services) Work Papers; Mark to Market Reports; Merchant Service Reports; Mutual Fund Statements; Rate Sheets; Trust Statements; Wire Transfers	Permanent (But See Note)	Retain
1027-15	Accounts Payable Records--General	Records related to the payment of the County's financial obligations. For Unclaimed Property Records, see 1027-28.	Accounts Payable Records; Purchasing Job Files; Purchase Orders and Invoices; Claims; Copies of refunds to clients and conversions made to clients accounts; Employee Reimbursements; Gift Card Logs; IFAS Input/Output Documentation; Invoices; Petty Cash; Petty Cash; Travel Reimbursements; Petty Cash Forms; Requests for Payment	FYE + 5 Years	Destroy



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Records Control Schedule

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FISCAL ADMINISTRATION

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1027-16	Accounts Payable—Bond Funded Projects	Records related to the payment of the County's bond financed projects NOTE: Should be reviewed at 50 years to determine if bond has reached final disposition.	Accounts Payable--Bond Funded Projects Records and Supporting Documents	Permanent (But See Note)	Retain
1027-17	Accounts Payable—FEMA Disaster Recovery Projects	Records related to the payment of the County's obligations for disaster recovery projects if the County is reimbursed by FEMA or another similar agency.	Accounts Payable--Disaster Recovery Records.	Until Final Audit or Final Reimbursement (whichever is longer) + 7 Years.	Destroy
1027-18	Accounts Receivable Records	Records documenting monies owed to or received by Harris County. Includes fees, fines, donations, and restitution payable to the County, the State, or third parties. Does not include payment of taxes. If the file is an account, the retention start date is the date the account is closed or declared uncollectable.	195 Reports; Cash Receipts; Counterfeit Bill Records; Deposit Records; EZ Tag Account Updates; EZ Tag Applications; Invoice Billing Records; Form 140 - Monthly Rental Income Reports; Hot Check Auto Reports; Inter/Intrastate Payment Fees; Pay Phone Revenue Files; Receipt book of restitution paid out by HCDA.; Treasury Deposits; Donations; Retiree/FMLA Billings; Inmate Trust Fund	5 Years	Destroy



Records Control Schedule

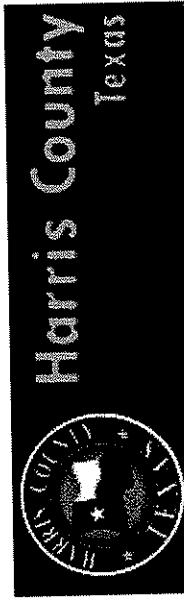
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FISCAL ADMINISTRATION

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1027-19	Banking Records-- General	Records documenting banking transactions. Includes checks, bank statements, and reconciliations.	Bank Statements; Check Registers; Check Stubs; Checks Issued to Code C/w; Deposit Detail; Deposits and Withdrawals; Reconciliations; Wire Transfer Documents	FYE + 5 Years	Destroy
1027-20	Banking Records-- Bond Funded Projects	Records of financial transactions documenting expenditure of bond funds. NOTE: Should be reviewed at 50 years to determine if Bond has reached final disposition.	ACH, Wire Transfers, Cancelled Checks	Permanent (But See Note)	Retain
1027-21	Banking Records-- Disaster Recovery Projects	Records documenting banking transactions for disaster recovery projects if the County is reimbursed by FEMA or another similar agency. Includes checks, bank statements, and reconciliations.	Bank Statements; Check Registers; Check Stubs; Checks Issued to Code C/w; Deposit Detail; Deposits and Withdrawals; Reconciliations; Wire Transfer Documents	7 Years From Date of Final Audit or Reimbursement, Whichever is Later	Destroy
1027-22	Banking Records-- Grant Funded Projects	Records documenting banking transactions grant funded projects.	Bank Statements; Check Registers; Check Stubs; Checks Issued to Code C/w; Deposit Detail; Deposits and Withdrawals; Reconciliations; Wire Transfer Documents	5 Years From Date of Completion Letter	Destroy



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FISCAL ADMINISTRATION

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1027-23	Cost Allocation and Distribution Records	Records created to document the allocation of costs among accounts and funds of local government. Includes charge backs and billing reports. Do not confuse with 1002-25 Series Reports which may be similar but are not used for cost allocation	Auditors Report-Billing Report; County Cell Phone records; CTC Long Distance Authorization Forms; Fuel Sheets; Fuel Transactions for Vehicle Records; Gas Ledgers; Oil Ledgers	FYE + 3 Years	Destroy
1027-24	Journals, Ledgers, and Entry Documentation Records--General	Records related to summaries of account information, the general ledger, the year-end ledger, and trial balances. Includes accounts payable journal entries, accounts receivable journal entries, adjustments, and journal vouchers.	Bank Account Reimbursement Register; Discretionary Fund Expenditure Logs; Distribution Reports - Monthly; Documentation to support accounting schedules, entries, etc; General Ledger; Journal Entries; Journal Entry Forms; Master Change Fund Records; Memorial Trust Fund Register; Monthly Fee Recap Ledger; Petty Cash Log; Subsidiary Ledgers; Token Allocations; Ward Balance Report	FYE + 5 Years	Destroy
1027-25	Journals, Ledgers, and Entry Documentation Records--Bond Funds	NOTE: Should be reviewed at 50 years to determine if bond has reached final disposition.	Bank Account Reimbursement Register; Discretionary Fund Expenditure Logs; Distribution Reports - Monthly; Documentation to support accounting schedules,	Permanent (But See Note)	Retain



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FISCAL ADMINISTRATION

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
			entries, etc; General Ledger; Journal Entries; Journal Entry Forms; Master Change Fund Records; Memorial Trust Fund Register; Monthly Fee Recap Ledger; Petty Cash Log; Subsidiary Ledgers; Token Allocations; Ward Balance Report		
1027-26	Transaction Summaries--General	Periodic summaries or reports of accounting transactions or activity by department, budget code, program, account, fund, or type of activity, including trial balances unless described elsewhere in the schedule.	Cost Analysis; Spreadsheets	2 Years	Destroy
1027-27	Transaction Summaries—Grant Funds		Cost Analysis; Spreadsheets	5 Years From Date of Completion Letter	Destroy
1027-28	Unclaimed Property Records	Records created in accordance with Auditor's Procedure D.14 for reporting unclaimed property to State Comptroller and County Auditor.	Texas Report of Unclaimed Property, Texas Report Mailing Form, Texas Report of Securities and Related Cash, and Texas Securities Inventory (State Forms 53-105, 108, 106, 107, and 108, respectively. Unclaimed Property Report \$100 or Less (Auditor's Form 1034) and supporting documents.	Date Property Reportable + 10 Years (NOTE: Date Reportable is June 30 of each year.)	Destroy



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HUMAN RESOURCES & PAYROLL

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1052-01	Aptitude and Skill Test Records	Records relating to aptitude or skills tests required of job applicants or of current personnel to qualify for promotion or transfer.	POST Tests and Validity Studies	Life of test + 3 Years	Destroy
1052-02	Employee Payroll Files	Folders for each county employee including such payroll documents as date hired, positions held, salary, etc. Serves as a source documents for the Employees Service Record (1052-09)	Employee Files; Former Employee Files; Deceased Employee Files	Date of Death or Termination + 5 Years	Destroy
1052-03	Employee Pension and Benefit Records	Records related to the enrollment and participation of employees in benefits programs.	Data in IFAS	Termination of coverage + 4 Years	Destroy
1052-04	Employee Recognition Records	Record documenting the selection criteria, nominations, and issuing of employee awards.	Employee Recognition Records - Operation of the Program	2 Years	Destroy



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HUMAN RESOURCES & PAYROLL

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1052-05	Employee Security Records	Records created to control and monitor the issuance of keys, id cards, and passes, system login credentials, and similar access.	County ID card request; Employee Photographs; Employee Security Records; ID CARDS Admin; Identification Badges Issuance Paperwork; Identification Cards; IDIS – set-up requests; IFAS Access Signature Forms; Issuance of Keys Logs;	Until superseded, date of expiration, or date of separation + 2 Years, as applicable	Destroy
1052-06	Employee Recruiting, Employment Applications, & Selection Records	Records related to all aspects of recruiting and hiring employees and volunteers. Includes requests from current employees for promotions or transfers to other position. NOTE: Employment applications for those hired become part of the personnel file.	Applications for employment (Not Hired); Background Checks; Bail Bond Board Membership Applications; Basic Skills Test; Employee Selection Records; Employment Postings and Job Descriptions; Hiring Committee Notes; Transfer Requests	3 Years	Destroy



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HUMAN RESOURCES & PAYROLL

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1052-07	Personnel Files— General	Files County departments keep on each employee. Typically includes employment application, resume, performance appraisals, disciplinary records; commendations, and copies of payroll documents. (NOTE: Departments may discard individual documents when superseded or expired.)		Date of Separation + 5 Years	Destroy
1052-08	Personnel Files-- Sheriff	Personnel files for the Harris County Sheriff's employees required to be maintained permanently by §157.904 of the Local Government Code. Includes Reserve Deputy Files.	Sheriff's Personnel Files; Reserve Personnel Files	Permanent	Transfer to Archives
1052-09	Employee Service Records	Record summarizing the employment history for each employee maintained by the Auditor's Office.	Data in IFAS (current employees and recent terminations); Employee Summary Cards (older terminations).	Permanent	Transfer to Archives



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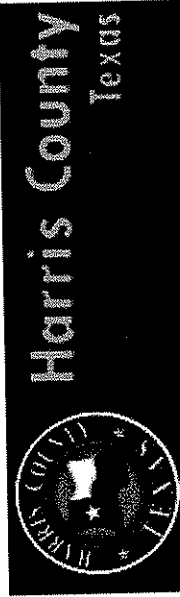
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Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1052-11	Volunteer Services Files	Records related to information about individual volunteers and duties they perform. Does not include Sheriff's Reserve Deputies. See Item 1052-08.	Potential and Potential Volunteer Lists; Volunteer Agreement Forms; Reserve Constable Deputies	Date of Last Contact + 3 Years	Destroy
1052-12	Equal Employment Opportunity and Employee Grievance Records and Reports	Reports and files created pursuant to Equal Employment Opportunity Act and County and Departmental Policies to resolve employee complaints.	Discrimination Complaints - EEO; Fair Labor Standards Act Documentation; Grievance Hearing Files; Sexual Harassment Claims - EEO; American With Disabilities Act Complaints.	3 Years from the date the report is submitted or the issue is resolved.	Destroy
1052-13	Employee Time and Attendance and Leave Records - Primary	Forms submitted by employees and approved by supervisors recording hours worked and paid and unpaid absences for a pay period. Includes FMLA leave requests, but not other leave requests.	Automated Time Keeping Records; Family Medical Leave Act (FMLA) Eligibility Applications and Verification; Time and Attendance Records (County Auditor's Form 1084); Time Cards	5 Years	Destroy



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HUMAN RESOURCES & PAYROLL

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1052-14	Employee Time and Attendance Records – Grant Funded Positions	Forms submitted by employees and approved by supervisors recording hours worked and paid absences for a pay period that includes hours charged to a grant.	Time and Attendance Records which the time is being charged to a Grant fund. Form 1084 B-3	5 Years from date of completion letter.	Destroy
1052-15	Employee Time and Attendance Records—Bond Projects	Forms submitted by employees and approved by supervisors recording hours worked and paid absences for a pay period that includes hours charged to a bond funded project. (NOTE: Should be reviewed at 50 years to determine if Bond has reached final disposition.	Time and Attendance Records where time is being charged to a Bond fund.	Permanant (But See Note)	Retain
1052-16	Employee Time and Attendance Records—FEMA	Forms submitted by employees and approved by supervisors recording hours worked and paid absences for a pay period that includes hours charged to a FEMA PW (Project Worksheet).	Time and Attendance Records using the code "D".	7 Years from Date of Final Audit or Reimbursement, Whichever is Later	Destroy



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Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1052-17	Employee Time and Attendance Records - IFAS	Record of hours worked and of paid absences each day entered by payroll clerks into IFAS (Integrated Fund Accounting System).	IFAS Time Keeping	10 Years	Destroy
1052-18	Employee Time and Attendance Records - Supporting Documents	Documents supporting employee time and attendance records.	Doctor's Certificates; Jury Summonses and Certificates; Military Call-Up Orders; Notices of Employees of Intent to Take Time-Off; Sign-In/ Out Sheets	1 Year	Destroy
1052-19	Employee Drug Testing Results	Records related to drug and alcohol screenings required by all individuals applying for a position or for periodic and random testing whether performed by a vendor or a county-owned laboratory. (NOTE: Testing agency retains file copy. Departments receive a transitory copy.)	Drug Testing Results; Drug/Alcohol Test Request;	5 Years	Destroy



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Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1052-20	Employee Exposure Records	Records documenting employee exposure to hazardous or toxic substances.	Employee Medical File-Current; Medical Records	Date of separation + 30 Years	Destroy
1052-21	Oaths of Office	Records documenting the swearing of official into their office or position.	Oaths of Office	Term of office + 5 Years	Destroy
1052-22	Personnel Studies and Surveys	Records documenting employee statistic in the County. Includes statistical reports, surveys, and staffing projections	Employee Surveys	3 Years	Destroy
1052-23	Position Description, and Classification, and Staff Monitoring Records	Records documenting the development and analysis of job descriptions and classification systems, including survey, review and audit reports; classification standards and guidelines.	Job Description; Staff Monitoring	Until superseded + 4 Years	Destroy



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Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1052-24	Training and Educational Records - Planning and Development	Records documenting the planning, development, implementation, administration and evaluation of in-house training programs. See also 4327-01 for Law Enforcement personnel.	Accreditation Standards; Class Rosters; Class Schedules; Continuing Education Applications/Renewals; Continuing Education Class Evaluations; Sign-In Sheets; Training Materials; Training Evaluation Documents	3 Years from date of training or after materials are superseded	Destroy
1052-25	Unemployment Compensation Files	Records documenting unemployment compensation cases. Includes unemployment claims, pertinent correspondence, and similar records.	Texas Workforce Commission (TWC) Files; Unemployment Claims Records	5 Years	Destroy
1052-26	Employment Eligibility	Form I-9 Employment Eligibility Verification and supporting documents.	Copy of SS card; I-9	5 Years from date of separation	Destroy
1052-27	Work Schedules	Records documenting employee work assignments, schedule deviations, and availability.	Alternative Work Schedules; Daily Time Management Files; Personnel Rosters; Rosters and Work schedules; Scheduling Records; Time Off Calendars	1 Year	Destroy
1052-28	Workers' Compensation File	Records retained by Human Resources and Risk Management related to workers' compensation claims filed for on-the-job accidents.	Workers Compensation Certification Paperwork; Workers Compensation Claims	75 Years	Destroy



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Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1052-29	Deduction Authorizations	Records related to the withholding and payment to third parties of amounts garnished from employee wages	Compensation Election Forms; Garnishment Records; Open Enrollment Documentation; Savings Bond Forms	5 Years after separation or 5 Years after amendment, expiration, or termination of authorization, whichever sooner	Destroy
1052-30	Direct Deposit Authorization	Records related to employees enrolled in the direct deposit payroll plan.	Direct Deposit Authorizations	Until superseded	Destroy
1052-31	Earning and Deduction Records	Records containing amount of wages paid to employees for each payroll period. Includes all deduction and date of payment retained in IFAS.	132 Reports; Cost of Living Increases Reports (COLA); Employee Payroll Files	4 Years	Destroy
1052-32	Federal Income Tax Withholdings	Records related to the federal taxes paid, withheld, and reported.	W-2 Forms; W-4 Forms	4 Years from date amended or termination which ever sooner	Destroy
1052-33	State Tax Withholdings	Records related to the unemployment and payroll taxes withheld, and reported.	Tax Summary Reports	4 Years after tax due date or date tax paid, whichever later	Destroy



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HUMAN RESOURCES & PAYROLL

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1052-34	Payroll Action or Information Notices	Documents submitted to the Auditor concerning hiring, termination, transfer, pay grade, position or job title, name changes for employees. Includes change in status of employee forms, hours adjustment reports, open enrollment forms.	Address Changes; Cellular Allowance/Phone Information and Change Form; Change in Status of Employee; Employee Action/Information; Employee Health and Related Benefits Change Form; Human Resources/Payroll Notices; Personnel Actions; Personnel Information Change	5 Years	Destroy



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PROCUREMENT INCLUDING PURCHASING, CONSTRUCTION & FACILITY MAINTENANCE

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1077-01	Bids and Bid Documentation - Successful	Records related to the request, authorization, and procurement of goods and services.	Award/Renewals Recommendations to Court and Harris County Hospital District Board; Bid Documents; Bid Tabulations; Bid/Proposal Responses; Bid/Specs; Consultant Selection Records; Bid Solicitations; Requests for Proposals (RFP's); Vendor Quotes	Termination of contract + 5 Years	Destroy
1077-02	Bids and Bids Documentation - Unsuccessful	Bids submitted by vendors but not accepted by the County	Unsuccessful Bids; Unsuccessful Quotes	2 Years	Destroy
1077-03	Purchase Order and Receipt Records	Records documenting procurement of goods and services.	Commissary Orders and Statements; Copies of PO; Receipts; Delivery Receipts; Intranet Purchasing Files; Orders for Supplies - Memos, Order Forms; Purchase Orders; Purchase Orders and Receiving Reports; Uniforms, Jackets, Shirts, Windbreakers Procurement Records	FYE + 3 Years	Destroy
1077-04	Vendor and Commodity Lists	Records that serve to identify and provide support for the official procurement supplier and vendor lists.	Monthly Vendor Lists; Tracer Files; probationer vendor referrals; Vendor Additions and Changes; Vendor Files; Vendor Information	Until superseded	Destroy



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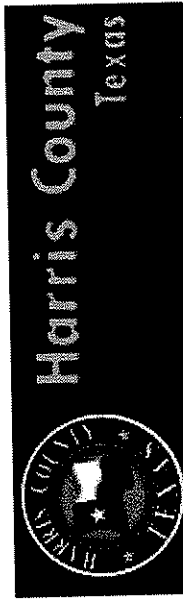
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PROCUREMENT INCLUDING PURCHASING, CONSTRUCTION & FACILITY MAINTENANCE

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1077-05	Lost and Stolen Property Records	Records documenting and cataloging stolen or lost reports.	Stolen Reports	5 Years	Destroy
1077-06	Vehicle and Equipment Maintenance and Repair Records	Records related to maintenance and repair of county vehicles and equipment.	Equipment Manuals; Equipment Master Record Maintenance Files; Motor Equipment Maintenance Files; Work Orders; Maintenance Service Requests; Radio Services & Repair Requests	Life of Asset + 3 Years	Destroy
1077-07	Equipment Inspections, Cleaning, and Service Requests and Facility Maintenance	Records related to inspections, cleaning, work orders, and service requests for vehicles, equipment, and facilities repairs	Building Inspections; Climate control readings; Equipment Inspection Records; Fatality Markers; Janitorial Services Records; Vehicle Safety Checklists	3 Year	Destroy
1077-08	Visitor Control Registers	Records documenting visitor to county facilities. NOTE: For ongoing access (e.g. Frequent Courthouse Visitor registrations) retention commences date access terminates.	Frequent Courthouse Visitor Applications and Files; Information Desk Visitor Logs; Security Sign-in logs; Resident Visitation; Sign In/ Out Sheets; Vault Sheets; Visitor Registration/ Release Forms	3 Years	Destroy



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PROCUREMENT INCLUDING PURCHASING, CONSTRUCTION & FACILITY MAINTENANCE

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1077-09	Postal and Delivery Service Records	Records documenting incoming mail and returned or undeliverable mail.	Certified Mail Packet Files; Courier and Certified Mail; Incoming and outgoing mail Spreadsheets; Interoffice Mail Logs; Mail Register; Postage Logs	1 Year	Destroy
1077-10	Planning, Design, and Construction Records	Records related to the planning, design, construction, and remodeling of facilities and structures that architects and engineers require for maintaining, modifying, and repurposing the building.	Agreements - Major Construction Projects; As-Built Drawings; Beam Designs; Blue Prints; Boring Reports; Brick Certifications; Bridge Foundation Data; Construction Plans and Drawings; Density Test Logs; Drainage and Impact Reports; Drill Shaft Records; Environmental Impact Reports; Environmental Reports; Fault Investigations; Geotechnical Data; Infrastructure Contracts - Minor Construction Project; Large Park Project Files; Pavement Designs; Pavement Marking Documentation; Steel Fabrication Reports	Life of Facility or Structure + 3 Years	Destroy/ Archival Review



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PROCUREMENT INCLUDING PURCHASING, CONSTRUCTION & FACILITY MAINTENANCE

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1077-11	Public Works Supporting Files	Supporting documentation for design, construction, and remodeling of facilities projects that are not required for maintaining, modifying, and repurposing the building. May be co-located with Planning, Design, and Construction Records.	Asphalt and Concrete Reports; Bridge Elevation Records; Construction Progress Reports; Contract Compliance Documents - Major Projects; Daily Construction Reports; Engineering Project Records; EPA Notice of Intent Forms; Evacuation Records; National Pollutant Discharge Data; Noise Barrier Analysis; Preliminary Engineering Reports; Project Manuals --Successful Bids	5 Years	Destroy
1077-12	Equipment and Facility Scheduling	Records documenting facility and equipment reservations.	Building Schedule Lists; Firearms Range Schedules; Training Facility Schedules	1 Year	Destroy
1077-13	Accident and Damage Reports - (People and Property)	Records documenting accidents on or to county owned property including injuries. Do not confuse with law enforcement traffic accident reports (4152-02). For injuries to minors see 1077-14.	Accident Reports-Damage to facilities or property; Fleet Accident Reports; Gate Arm Claims	5 Years	Destroy



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PROCUREMENT INCLUDING PURCHASING, CONSTRUCTION & FACILITY MAINTENANCE

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
1077-14	Accident Reports— Minors	Records documenting injuries to minors	Accident Reports	5 Years or 2 Years after Minor Reaches the Age of 18, Whichever is Longer.	Destroy



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JUSTICE COURT RECORDS

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
2352-01	Justice Court Civil Case Papers - Case Dismissed	Records documenting civil cases that were dismissed. Includes dismissed small claims, forcible, and civil cases.	Eviction Case Records; Justice Court Civil Case Records; Small Claims Case Records	4 Years from date filed	Destroy
2352-02	Justice Court Civil Case Papers - Non-Monetary Judgments	Records documenting civil cases where there is no monetary judgment. Includes small claims, forcible, and civil cases.	Eviction Case Records; Justice Court Civil Case Records; Small Claims Case Records	10 Years	Destroy
2352-03	Justice Court Civil Case Papers - Monetary Judgments Awarded to Other than the State of Texas	Records documenting civil cases where there is a monetary judgment. Includes small claims, forcible, and civil cases.	Eviction Case Records; Justice Court Civil Case Records; Small Claims Case Records	Date of judgment or writ of execution + 14 Years	Destroy
2325-04	Justice Court Civil Case Papers - Monetary Judgments Awarded to the State of Texas	Records documenting civil cases where there is a monetary judgment.		10 Years or Date Paid + 5 Years, whichever is Longer	Destroy



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JUSTICE COURT RECORDS

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
2352-05	Justice Court Criminal Case Papers	Records documenting criminal cases. Includes general criminal, juvenile, bad checks, and traffic--case files and docket books. (NOTE: Calculation for the retention of each case commences the date judgment was rendered, or if the case was dismissed, the date the case was filed.)	Bad Check Case Records; Criminal Case Records; Juvenile Case Record; Statutory Warnings; Traffic Case Records; Statutory Warnings	5 Years	Destroy
2352-06	Justice Court Civil Dockets	Records related to the summary of civil cases.	Civil Dockets; Civil Dockets and Fee Books	Permanent	Transfer to Archives
2352-07	Justice Court Civil and Criminal Docket Sheets	Transitory records created before the entry of the information into any of the dockets.	Bench Dockets; Call Dockets	1 Day	Destroy
2352-08	Justice Court Jury Records	Records relating to jury service in the Justice Courts.	Juror Summons; Jury Lists; Jury Venire; Returned Summons	1 Year	Destroy



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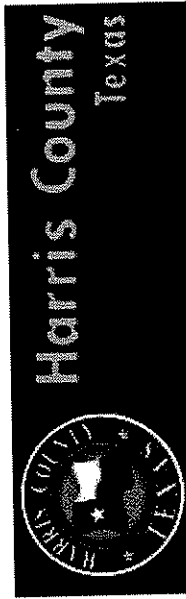
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COUNTY & DISTRICT ATTORNEY RECORDS

NOTE: In this section "Date of Disposition" means the date when the case is disposed in the trial court. For cases that are on direct appeal or post-conviction review on the expiration of the minimum retention period, the "date of disposition" is the date upon which the court of appeals issues a mandate of affirmance or dismissal, or the date that the application for writ of habeas corpus is denied.

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
2577-01	Attorney Case Files and Working Papers - Civil Litigation Files	Records related to civil litigation and general legal practice. Includes cases handled by the County Attorney and civil cases handled by the District Attorney's General Counsel. Note: Retention is to be determined by the County Attorney's Office on a case-by-case basis when the file is closed taking into consideration the significance of the issue and the likelihood of its relevance for future litigation or reference. (Caution: A few cases are of such significance that they should be transferred to the County Archives.)	Appellate Litigation Files; General Litigation; Litigation Files for HCDA Staff Sued in an Individual Capacity; Real Property Litigation Files; Tax Litigation Files	2, 5, 10 or 20 Years	Destroy



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COUNTY & DISTRICT ATTORNEY RECORDS

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
2577-02	Attorney Case Files and Working Papers – Felonies with Limitation Periods of Ten Years or Less	Records related to felony case files related to crimes that are governed by a statute of limitations of ten years or less.		10 Years from Disposition (Subject to review by DA)	Destroy
2577-03	Attorney Case Files and Working Papers – Felonies With No Limitation Period (Designated as Permanent)	Records related to crimes that have no limitations period that the District Attorney on a case by case basis has designated as permanent.	Items covered by Art. 1201, Code of Criminal Procedures. (As of 2009 includes capital murder, sexual assaults, continuous sexual abuse of a child, and failure to stop and render aid in a fatal traffic accident.)	Permanent	Transfer to Archives
2577-04	Attorney Case Files and Working Papers—Felonies With Limitation Periods Longer Than Ten Years Not Designated Permanent.)	Records related to crimes that are governed by a statute of limitations of more than ten years (including no limitation period) that the District Attorney has not designated as permanent on a case by case basis.		75 Years	Destroy
2577-05	Attorney Case Files and Working Papers - Misdemeanor Case Files	Records related to misdemeanor case files.		2 Years from date disposed	Destroy



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COUNTY & DISTRICT ATTORNEY RECORDS

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
2577-06	Attorney Case Files and Working Paper—Appellate	Records related to post conviction appeals		3 Years	Destroy
2577-07	Attorney Case Files and Working Papers - Felony Case Files	Records related to no billed felony case files when the District Attorney considers the decision dispositive of the issue.		2 Years from the Date of No-Bill	Destroy
2577-08	Attorney Case Files and Working Papers - Felony Case Files Non-Dispositive No Bills	Records related to no billed felony case files when the District Attorney does not consider the decision dispositive of the issue. (NOTE: Retention to be determined by District Attorney's Office depending upon the statute of limitations.)		10 Years or 50 Years or Until Case Status Changes	Destroy
2577-09	Attorney Case Files and Working Papers – Closed Investigations (No Action Taken)	Records related to closed investigations where no action was taken.	HCDA Investigation Reports	5 Years	Destroy



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COUNTY & DISTRICT ATTORNEY RECORDS

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
2577-10	Wire and Oral Communications Interception Records	Records related to wire and oral communications interceptions not incorporated into another file. Does not include the intercepts	Wiretap Application Records	1 year	Destroy
2577-11	Wire and Oral Communication Intercepts	Communications intercepted, recorded, and sealed in accordance with Article 18.20, §10(b) of the Code of Criminal Procedure.	Intercepts	10 Years	Destroy NOTE: Destruction requires a Court Order by a District Judge.
2602-01	Hot Check Fund Documentation	Records related to receipts and disbursements to or from a hot check fund.	Check Fraud Monthly Statistical Summary; Total Disbursement Summaries	FYE + 5 Years	Destroy
2602-02	Asset, Bond, and Contraband Forfeiture Documentation	Records related to the seizing of property pursuant to Chapter 59, Code of Criminal Procedures and other lawful authority.	Annual Forfeited Vehicles Reports; Asset Forfeiture Judgments; Monthly Asset Forfeiture Docket	FYE + 5 Years	Destroy
2602-03	Expense and Collection Reports (Law Enforcement)	Records related to expenses incurred or of fines, costs, judgments, claims, and commissions collected for the county or the state.	Lists of Unclaimed Restitution	FYE + 5 Years	Destroy



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LAW ENFORCEMENT, CORRECTIONS, & PUBLIC SAFETY

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4027-01	Activity and Statistical Reports	Records related to reports prepared by shift supervisors, unit heads, or other public safety personnel on daily or other periodic activities.	ATV Patrol Records; Bike Patrol Records; Civil and Writ Activity Report and Stats; Contract Activity Statistics; Daily Activity; Roll Call	3 Years	Destroy
4027-02	Daily Bulletins	Daily bulletins created by a public safety agency providing data on officers or personnel on duty, tasks assigned, information concerning special procedures or information.	Amber Alerts; Roll Calls	1 Year	Destroy
4027-03	General and Emergency Orders and Related Documentation	Records related to orders issued by the head of a public safety agency, or deputies possessing requisite authority, establishing policy or standard operating procedures.	General Orders; Personal Standard Orders; Standard Operating Procedures	Until superseded + 5 Years	Destroy



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Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4052-01	Animal Records	Records concerning horses, dogs, or other domestic animals owned or used by County agencies, including records of the acquisition of the animal, its registration and pedigree papers (if applicable), records of training, and its veterinary history. (See also 5202-10)	K-9 Records	Until the retirement or sale of the animal + 2 Years	Destroy
4052-02	Vehicle Assignment Records	Logs, registers or similar records documenting the sign-out and use of public safety vehicles by personnel.	Patrol Vehicle Assignments	1 Year	Destroy
4052-03	Vehicle and Equipment Preventative Maintenance Records (For Maintenance & Repair Records see 1077-06)	Records related to daily or other periodic inspection reports of vehicles and their apparatus including records relating to the testing and calibration of radar systems and guns and the testing of speedometers in police vehicles.	Vehicle Inspections, Work Orders	3 Years	Destroy



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Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4077-01	Internal Affairs - Investigations records	Records documenting the initiation, investigation, and disposition of internal affairs investigations of alleged misconduct by law enforcement officers, fire department personnel, and emergency medical services personnel.	Citizen Complaint Files; Complaints; Disciplinary Files; Disciplinary investigative memoranda - Law enforcement personnel; Disciplinary Records; Internal Affairs Files; Internal Affairs Files; Internal Affairs Investigations; Use of Force Reports; Verbal Counseling Records		
4077-01 (a)	Internal Affairs - Deaths or Injuries	Investigations of incidents resulting in death or injury to any person, including the officer involved.		Permanent	Transfer to Archives
4077-01 (b)	Internal Affairs - Complaints and Investigations - Sustained	Records of complaints and investigations of conduct of law enforcement personnel resulting in formal discipline.		15 Years	Destroy
4077-01 (c)	Internal Affairs - Complaints and Investigations - Inconclusive Findings or Resulting in Informal Discipline	Records of complaints and investigations of conduct of law enforcement personnel resulting in either inconclusive findings or misconduct meriting only informal discipline.		5 Years from date of findings (providing there are no infractions during the 4th year).	Destroy



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Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4077-01 (d)	Internal Affairs - Complaints and Investigations - Not Sustained	Records of complaints and investigations of conduct of law enforcement personnel in which the officer was exonerated.		3 Years from date of findings	Destroy
4077-02	Use of Force Reports	Records related to firearm discharge or force report. Includes incident records.	Fire Arm Discharge Records	3 Years	Destroy
4102-01	Communication Tapes, Printouts, and Transmissions	Records of incoming and outgoing law enforcement communications by radio, telephone, microwaves, or other media not otherwise covered in this Schedule.	Dispatch Recordings; Public Safety Audio Recordings; 911 Audios; printouts, digital feeds, GPS Reports	30 Days	Destroy
4102-02	Dispatch Reports and Radio and Paging Logs	Records listing each call made by a dispatcher, a listing of radio calls, or pages from or to a dispatcher showing date, time, and location of call.	Call for Service Reports; Call Slips and Dispatch Records; Radio Logs	1 Year	Destroy
4102-03	Operational Licenses and Permits	Records related to station operation and broadcasting licenses and permits from the FCC.	FCC Licenses	Expiration or cancellation of license or permit + 3 Years.	Destroy



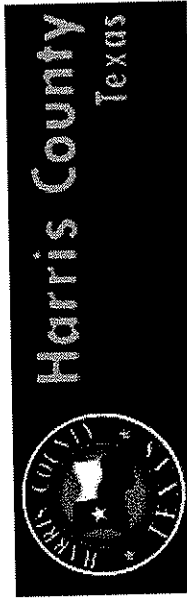
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Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4102-04	Station Logs	Logs containing technical data on the operation of the station as required by regulations of the FCC.	Idle Radio Reports; Radio Archives; Radio Call Sign Files	2 Years	Destroy
4127-01	Activity Logs or Dockets	Records providing summary data on complaints investigated by law enforcement officers, arrests made, citations issued, accidents investigated, court arraignments, court appearances by officers, and similar activities.	Activity Cards; Citation Counts Records; Currew Logs; Entry Logs	2 Years	Destroy
4127-02	Video and Audio Recordings - Charges Not Filed	Video and audio recordings made of traffic stops and other routine law enforcement activities not otherwise covered in this Schedule. (NOTE: If charges are filed video and audio recordings become evidence and/or part of Offense Reports.)	In-Car Video From Patrol Cars	90 Days	Destroy
4127-03	Offense Reports and Investigations - Class C Misdemeanors	Citations and supporting documents relating to a Class C Misdemeanor charge.	E-Citations; Ticket Books; Traffic Citations; Written Warnings	6 months	Destroy



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Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4127-04	Offense Reports and Investigations - Class A and B Misdemeanors	Offense reports and investigation files and supporting documents relating to Class A & B Misdemeanor charges.	Crime Scene Photographs; Finger Prints; Laboratory Reports; Offense Reports; Witness Statements	2 Years	Destroy
4127-05	Offense Reports and Investigations - Second and Third Degree Felonies and Driving While Intoxicated	Offense reports and investigation files relating to 2nd & 3rd Degree Felony charges.	Crime Scene Photographs; Finger Prints; Laboratory Reports; Offense Reports; Witness Statements	10 Years	Destroy
4127-06	Offense Reports and Investigations - First Degree Felonies	Offense reports and investigation files relating to First Degree and Capital Felony charges.	Crime Scene Photographs; Finger Prints; Laboratory Reports; Offense Reports; Witness Statements	Permanent	Transfer to Archives
4152-01	Traffic Accident Reports - Fatal	Records related to fatal traffic accidents, including accident reports, supplemental accident reports, photographs, correspondence, and related documentation.	Fatality Accident Reports	Permanent	Transfer to Archives



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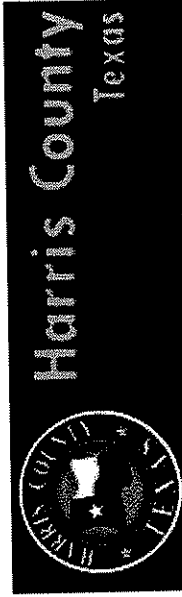
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Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4152-02	Traffic Accident Reports - Routine	Records related to non-fatal traffic accidents investigated by law enforcement. (NOTE: Some Accident Reports become part of Offense Investigations, Item 4127-04.)	Traffic Accident Reports	2 Years	Destroy
4177-01	Fingerprint Records	Fingerprint records maintained in paper or on automated systems of missing persons, suspects, known offenders, or incarcerated persons. Does not include fingerprints taken by Medical Examiner for death investigations, Item 4377-01.	AFIS (Automated Fingerprint Identification System) Records; Fingerprint Cards	75 Years	Destroy
4177-02	Property Records	Reports, logs, property cards, receipts, notices, and similar records documenting the receipt, processing, chain of custody, and disposition by return, destruction, or sale of evidential, stolen, abandoned, unclaimed, impounded, or recovered property, including motor vehicles, by a law enforcement agency.	Chain of Custody form/Evidence Submission Form; Destruction Orders (Property Room); Evidence Audits; Evidence Manager Records; Evidence Transfer Lists	FE of return or disposal of property + 3 Years	Destroy



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Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4177-03	Sex Offender Registration Records	Records documenting the registration of sex offenders with the sheriff in accordance with Chapter 62 of the Code of Criminal Procedure.	Sex Offender Register; Sex Offender Registration Cards; Sex Offender Tracking Records	75 Years (NOTE: Exception 1: If it is known that the person has moved from Harris County, the registration records may be destroyed. Exception 2: §62.251(c) of the Code of Criminal Procedure provides that when a person's requirement to register has expired the Sheriff shall remove all information on that person from the registry.	Destroy



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				Exception 3: Documents of an ephemeral nature (such as registration cards) shall be destroyed when superseded.	
4177-04	Teletype Messages	Teletype messages received from other law enforcement agencies or through crime information networks that are not made part of offense investigation records.	TCIC/ NCIC Validations and Correspondence; Teletype Transmissions; Teletypes	6 Months	Destroy
4177-05	Uniform Crime Report - Monthly Reports	Monthly reports and supporting documents related to uniform crime reports submitted to the Texas Department of Public Safety.	Monthly Uniform Crime Reports; UCR Reports	3 Years	Destroy
4177-06	Uniform Crime Report - Annual Reports	Annual reports related to uniform crime reports submitted to the Texas Department of Public Safety (NOTE: This does not require the retention of supporting documentation—see 4177-05).	Annual Uniform Crime Reports; UCR Reports	Permanent	Transfer to Archives



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Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4177-07	Firearm Licensing Records	Records created or received by county law enforcement agencies relating to authorizations of citizens to purchase or carry firearms. Includes reports required by Title 37 Texas Administrative code and §411.178 of the Texas Government Code. .	Applications for Federal Firearms License; Brady Bill Denials; Gun Control Act Documents; Notices of Reportable Incidents; Report of Multiple Sale or Other Disposition of Pistols and Revolvers	3 Years (NOTE: When statutes require a shorter retention—the law prevails.)	Destroy
4177-08	External Audits	Records related to performance audits conducted by outside entities on County departments.	Texas Crime Information Center Audits; ASCLD Audit	3 Years	Destroy
4202-01	Jail Cards and Jail Registers	Records related to both physical and electronic records of inmates incarceration history. Includes thumb prints, offenses, release, authorization for release.	Jail Cards; Jail Registers	Permanent	Transfer to Archives After 50 Years



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Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4202-02	Prisoner Incarceration Records	Records documenting the commitment, transfer, or release of each prisoner incarcerated, including personal and classification data sheets; forms used for booking-in and booking-out; and copies of court commitment, transfer, or release orders or similar documents. (NOTE: for retention purposes the date of record is the date (year) the inmate was released or transferred.)	Booking Sheets; Disciplinary Records; Grievances; Inmate Classification Records; Inmate Work Assignments; Phone/Mail Watch Records	3 Years	Destroy
4202-03	Internal Inmate Control Records	Records related to tracking the location of inmates and conveying custody of inmates from other law enforcement agencies to the Sheriff Includes head counts, transportation records, and, worker logs	Harris County Sheriff's Office 711 Orange Jail Band Roster Forms; Inmate Rosters; Inmate Worker Log	1 Year	Destroy



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Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4202-04	Video Recordings of Prisoners	Records related to video tapes of prisoners in cells or other areas of a jail or holding facility. (Caution: Experiences in the Juvenile Detention Facility has shown that some tapes should be kept 1 year or more to discredit or support claims of abuse made months after the supposed event. Custodians should use discretion when destroying these recordings.)	Institutional Video Surveillance-Daily Observations	30 Days	Destroy
4227-01	Juvenile Disposition Reports and Procedural Documentation	Records related to reports submitted by law enforcement agencies to the juvenile probation department or to another office or official designated by the juvenile court on the number and type of non-referred juvenile dispositions.	Case Tracking Records; Intake Information; Juvenile Probation Executive Monthly Report; Texas Youth Commission Parole Notices	3 Years	Destroy



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Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4227-02	Juvenile Detention Register	Records related to the register or roster of juveniles temporarily held in a juvenile processing room pending disposition.	Juvenile Arrest Logs	2 Years	Destroy
4227-03	Juvenile Delinquency Records—Not Referred to Juvenile Court, First Offender, or Informal Disposition Program	All information including photographs and fingerprints gathered by a law enforcement agency on juveniles taken into custody if the child is not referred to juvenile court within 10 days or placed in a First Offender or an Informal Disposition Program.		Destroy Immediately	Destroy
4227-04	Juvenile Delinquency Records--Referred to Juvenile Court, First Offender, or Informal Disposition Program	All information including photographs and fingerprints gathered by a law enforcement agency on juveniles taken into custody if the child is referred to juvenile court within 10 days or placed in a First Offender or an Informal Disposition Program as authorized by Sec. 52.03 and 52.031 of the Family Code		90 Days From Completion of Program	Destroy



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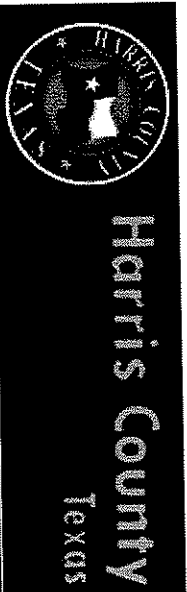
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LAW ENFORCEMENT, CORRECTIONS, & PUBLIC SAFETY

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4227-05	Juvenile Delinquency Records—Need for Supervision Only	All information including photographs and fingerprints gathered by a law enforcement agency on juveniles taken into custody and referred to juvenile court if there was no court action of there was no finding of need for court action. (NOTE: Date Purged is year in which juvenile turns 21 years old.		Immediately Upon Purging (i.e. End of Year That Child Turns 21)	Destroy
4227-06	Juvenile Delinquency Records - Misdemeanors and Non-Adjudicated Felonies	Case files and supporting records created or received by the Juvenile Probation Department and other County agencies concerning delinquent and neglected juveniles charged with misdemeanors and charged but not convicted of felony offenses. (NOTE: Date Purged is year in which juvenile turns 21 years old.)	Non-Adjudicated Files	Date Purged + 7 Years	Destroy



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Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4227-07	Juvenile Delinquency Records - Adjudicated Felonies	Case files and supporting records created or received by the Juvenile Probation Department and other County agencies concerning delinquent and neglected juveniles charged with and adjudicated guilty of felony offenses. (NOTE 1: Date Purged is year in which juvenile turns 21 years old. NOTE 2: Includes juveniles Certified to be tried as adults but these merit special consideration before being destroyed.)	Adjudicated Files; Certified Files	Date Purged + 13 Years	Destroy



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Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4577-01	Case Records	Case record on each probationer under the direct or indirect supervision of a community supervision and corrections department documenting all significant actions, decisions, and services rendered.	Affidavits; Copies of affidavit letters received from victims of crime; Case Classification Assessments; Closed Case File Preparation Forms; Community Service Agency and Outside Contract Service Provider Reports; Community Service Hours Records; DWI Completion Forms; Electronic Monitoring Logs; Modifications, Amendments; Probationer Monthly Report Forms	Date direct or indirect supervision of the probationer ends + 3 Years	Destroy
4577-02	Case Records—Supplemental	Supporting case records used to produce evaluations, assessments, plans and reports including PSIR workbooks, SCS workbooks and other information gathering questionnaires or forms. Supporting case records relating to compliance of probation.	Receipts, checks, permits and general correspondence. Case records of routine nature involving the progress of probationers under supervision including monthly data sheets, status updates, residential progress reports and external service provider progress reports. Administrative records including File transfer sheets, Control sheets and case summaries	Date direct or indirect supervision of the probationer ends + 6 months.	Destroy



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Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4577-03	Caseload Records	Records documenting the distribution of cases among probation officers, including monthly workload summaries.	713 Report: Monthly Caseload Tracking Reports (Officer, Supervisor and Manager); 719 report: list of all cases; Appointment Login sheets; Case File Audits; Compact Desk - database used to manage all incoming Intrastate transfers; Corrections Officer Assignments; Court Totals Logs; Daily Fee payment Close Out Sheets; Data Entry Fee: Sign In/ Out Logs; Drug Testing/UA logs; Field Visit Agendas; Internal Program Monthly Reports; Program Monthly Reports; Quarterly and Annual Reports	3 Years	Destroy
4252-01	Civil Writ and Process Records	Records related to civil processes executed by Sheriff and/or Constables and retained by those offices.	Alternative Services Records; Audio and Video Tape - Evictions & Executions; Nulla Bonos; Order of Sales; Tax Sales; Sales Documentation; Sales Postings; Turnover Orders; Warrant Check-In Lists; Warrant Statistics; Writs of Evictions & Possession; Sequestrations	5 Years	Destroy



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Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4252-02	Criminal Process Records	Records related to original and copies of criminal process to be executed or used by a peace officer and retained by the office.	Attorney General Warrants Recalls; Capiases Juvenile Warrants; Mass Recalls and Recaps; Recalls; Warrant Records; Warrants list provided to Houston Police Department	5 Years after warrant executed or recalled	Destroy
4252-03	Expunged Criminal Records	Records documenting the court ordered destruction or return of documents to the court	Duces Tecum/Expunctions; Expunctions	Destroy immediate or return to the courts	Destroy
4252-04	Jury Summons Records	Records related to jury lists or registers of jurors summoned for service on petit or grand juries.	Summonses	1 year	Destroy
4277-01	Alarm Permits	Records related to applications for burglar and similar intruder alarm permits, and fees collected. (NOTE: Permits are good for 1-year.)	Alarm Permits Files	5 Years after issuance	Destroy
4277-02	Wrecker Permits and Tow Authorizations	Logbooks or similar records documenting the dispatch and/or towing by authorized wreckers.	Stored Abandoned Vehicle Information; Tow Slips; Wrecker Slips	3 Years from expiration	Destroy



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Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4302-01	Contraband Forfeiture Fund Documentation	Record of receipts and disbursements to or from funds involving proceeds or property seized and forfeited.	Annual Federal Report; Governors Report	FYE + 5 Years	Destroy
4327-01	Police Academy Records	Record related to licensed academies and other local government entities under agreement with the Texas Commission on Law Enforcement Officer Standards and Education to provide training	Employee Training Records; Firearms Training Records; LETN Training Records; TCLEOSE Files; TCLEOSE Records; Texas Commission on Law Enforcement F-5 Forms; Texas Commission on Law Enforcement L-1 Forms; Texas Commission on Law Enforcement L-2 Forms; Texas Commission on Law Enforcement L-3 Forms; Texas Commission on Law Enforcement Training Files; Training Records; Weapons Proficiency Records	5 Years	Destroy
4327-02	PPD (Probationary Patrol Deputy) and FTO (Field Training Officer Packets)	Field training and evaluation files prepared on recent academy graduates completing on job training to determine suitability to serve as law enforcement officers.	Field Training Officer Packets; Probationary Patrol Deputy Packets	Date of separation +5 Years	Destroy



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Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4452-01	Fire/Arson Investigation Files	Records related to the investigation of fires to determine cause and any culpability. Includes reports, laboratory findings, statements, and similar records. (Caution: A few cases may have ongoing historical and legal value and should be transferred to the Archives.)	Investigation Files	50 Years	Destroy/ Archival Review
4477-01	Inspection Logs and Reports	Records documenting the inspection of structures and other property by fire agency personnel for fire hazards, conformity with codes and regulations, and for such other reasons permitted by state law or local policy.		Until superseded + 3 Years	Destroy



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FORENSIC INVESTIGATIONS & LABORATORY ANALYSIS

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4377-01	Death Investigation Records	Records relating to the official investigations conducted by the Medical Examiner's Office on deceased persons including both those dying within Harris County and those performed at the request of other counties. Includes records documenting the disposition of bodies and property such as Cremation Waivers and Transit Envelopes. Typically includes Autopsy or External Examination Report, Toxicology Report, and Investigator's Report. May include photographs, x-rays, medical/dental records, fingerprint cards, criminal history report, autopsy diagram, etc.	Autopsy Reports; External Examination; Cremation Waivers; Inquests; Out of County Autopsies; Private Autopsies; Transit Envelopes	Permanent	Transfer to Archives



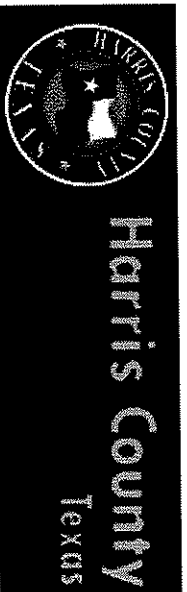
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FORENSIC INVESTIGATIONS & LABORATORY ANALYSIS

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4402-01	Laboratory Case Files (Work-Up Documentation) - General	Reports and work-up documentation not covered elsewhere in this Schedule created by laboratory analysts analyzing items submitted to Harris County laboratories for analysis and/or forensic examination. NOTE: Some reports are incorporated into other files and those copies will be governed by the retention requirements of that series.	Various laboratory forms, procedure modification and memos, Soil Sampling, Mosquito Analysis, Food Quality Testing, JAJ Toxicology file, Controlled Substance, Forensic Urine Drug Testing Toxicology File.	5 Years or until any issues raised by any outside certifying agency (e.g. the ASCLD/LAB Audit) are resolved.	Destroy
4402-02	Laboratory Case Files (excluding Toxicology)	Files of work-up documentation created by laboratory analysts in the preparation of a report analyzing specimens, substances, and other evidence related to criminal investigations.	Forensic Biology, Gunshot Residue; Trace Evidence; Fire Debris; Forensic Biology Case Files.	50 Years	Destroy



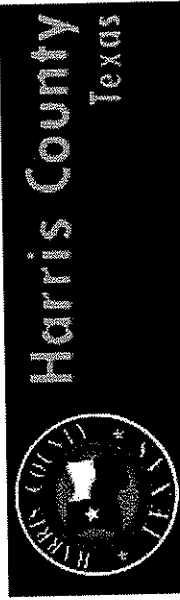
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FORENSIC INVESTIGATIONS & LABORATORY ANALYSIS

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4402-03	Laboratory Case Files—Deaths (a.k.a. Toxicology Medical Legal Case Files)	Files of work-up documentation created by laboratory analysts analyzing specimens, substances, and other evidence related to deaths other than homicides in the preparation of a report.	Toxicology—Medical Legal	10 Years	Destroy
4402-04	X-Rays—Identified Remains Only	X-Rays created or received to determine cause of death or identify decedent, which are not incorporated into case file. (Caution—in cases of homicide the records may be needed longer. When remains are unidentified, these documents will be retained indefinitely).	X-Rays	10 Years From Date case closed, i.e. decedent identified and cause of death determined.	Destroy



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FORENSIC INVESTIGATIONS & LABORATORY ANALYSIS

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4402-05	Laboratory Equipment Repair and Maintenance Records	Records related to maintenance and repair for instruments used by the Harris County's Laboratories for analysis and/or forensic examinations. Do not confuse with Quality Assurance testing, calibrations, or other routine adjustments and operations covered by 4402-06.	Instrument maintenance, service, and repair records.	Life of Asset + 5 Years	Destroy
4402-06	Quality Assurance Records--General	Records that document instruments and procedures used by the Harris County laboratories for analysis and/or forensic examinations are properly adjusted, that the laboratory analysts are appropriately trained, and that procedures are followed. Does not include non-record data produced for instructional, experimental, or demonstration purposes.	Auto Tunes; Calibration Records; Check Mixes; Curves Data; Routine Instrument Checks; Temperature Check Logs; QC logs; Reagent Logs; Kit QC Logs; Audit Reports; Annual Schedule Instrument Certifications.	5 Years or until all issues raised by any outside certifying agency (e.g. the ASCLD/LAB ABFT Audit) are resolved.	Destroy



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FORENSIC INVESTIGATIONS & LABORATORY ANALYSIS

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4402-07	Quality Assurance Records— Validations	Records created by Harris County laboratories to document that instruments used for analysis and/or forensic examinations are properly adjusted. Does not include non-record data produced for instructional, experimental, or demonstration purposes.	Validation Studies	Life of Instrument/ Method + 5 Years.	Destroy
4402-08	Quality Assurance— Training (Medical Examiner Only)	Records created by Harris County Laboratories to document that the laboratory analysts are appropriately trained.	Employee Training Binder; Proficiency Test Records; Court Testimony Monitoring Files	Length of Employment + 5 Years.	Destroy



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PUBLIC HEALTH & ENVIRONMENT

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4752-01	Epidemiology Records	Records documenting the outcomes of special projects and the accompanying research.	EPI (Epidemiology) Records; Research documents and Reports; SIDS (Sudden Infant Death Syndrome)	Permanent	Transfer to Archives
4777-01	Medical Records - Adults	Records related to the medical treatment of adults treated in County clinics to include detention facilities.	Family Health Records; Family Planning; Main Files 1970-1999; Mental Health Records; STD Records (except positive syphilis test results); TB Records	7 Years past the last date on which service was given.	Destroy
4777-02	Medical Records - Children and Maternity Records	Records related to medical treatment of juveniles and pregnant women in County clinics to include detention facilities. Note: Since all juveniles from newborns to those just under 18 years old are filed together, currently the effective retention is 28 years for juveniles but 21 years for maternity.	Child Health Records; Juvenile Dental and Medical Records; Juvenile Inmate Records; Maternal Health Records; Pregnant Inmate Medical Records	7 Years Past Last Date of Service or Until Patient is 21 Years Old, Whichever is Longer.	Destroy
4777-03	Medical Records—Containing Positive Syphilis Test Results	Any medical record—adult or child—that contains a positive syphilis test result		25 Years Past Last Date of Service	Destroy



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PUBLIC HEALTH & ENVIRONMENT

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4777-04	Immunization and Consent Forms - Adults	Records related to the immunization of adults and children in the County. Includes consent forms. (NOTE: Because PHES files all immunization consent forms as a single series, currently the effective retention is 28 years.)	IMM - Adults	Calendar Year End + 10 Years	Destroy
4777-05	Immunization and Consent Forms - Juveniles	Records related to the immunization of children in the County. Includes consent forms. NOTE: Because PHES files all immunization consent forms as a single series, currently the effective retention is 28 years.	IMM - Children	21st Birthday or 10 Years after consent form signed by parent or guardian whichever is longer.	Destroy
4777-06	Negative Lab Screenings	Reports that do not become part of the patient's health record related to negative lab screening results for communicable diseases such as TB and STDs. Note: Date of Test is last date of service. Do not confuse with 4777-09	Lab Screenings	7 Years or patient's 21 st birthday, whichever is later.	Destroy



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PUBLIC HEALTH & ENVIRONMENT

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
4777-07	Sanitary Evaluation Reports	Complaints and investigations by PHES of nuisances and violation of health laws and that do not have long term consequences. Do not confuse with 5202-11.	Food establishments inspection reports; Investigations - Complaints; Nuisance Abatement investigation reports; Occupational Health complaint intake	Resolution or dismissal of the complaint + 3 Years	Destroy
4777-08	Hazard Abatement Records	Records related to the removal of hazardous substances from the environment including private residences.	Case Files for children lead test (Medical); Lead Abatement house repair files	5 Years	Destroy
4777-09	Negative Lab Screenings—Anonymous.	Anonymous HIV-negative test results. (See TDSHS medical Records Schedule, Footnote 5.) Do not confuse with 4777-06	Special Services	90 Days	Destroy
5027-01	Ground Water Monitoring Records	Records related to water and wastewater permits containing a groundwater monitoring requirement, records from all groundwater monitoring wells and associated groundwater surface elevations	Water Well Correspondence and Reports	3 Years	Destroy



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Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
5027-02	Water Systems Operations Records	Records that document or summarize the operations of water supply, treatment, and distribution facilities, stations, and systems; and wastewater collection and treatment facilities, plants, and systems.	Public Water System Records	3 Years	Destroy
5027-03	Water and Wastewater Permit Files	Records related to the issuance and renewal of permits by Harris County for the installation of septic tanks, water and sewer taps and hook-ups, and water meters; for waste discharge	EPA Storm Water Permits; Main Files *Air permits, Water Permits; Main Files *Solid Waste Permits	Expiration, cancellation, revocation, or denial of the permit + 5 Years	Destroy
5027-04	Air Pollution Control Monitoring Records	Records required by solid and hazardous waste permits to assure compliance with air pollution control standards including stack sampling analyses, emissions monitoring, or other tests related to air emissions to prove satisfactory equipment performance.	Air Quality Testing Records	3 Years	Destroy



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Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
5202-01	Public Works and Services Planning Studies and Reports	Records related to comprehensive planning, capital improvements, land use and open space studies, reports, analyses, projections, graphic material, and similar planning documents by outside consultants or in-house staff.	Channel Plans; Infrastructure Project Management Reports; Law Library Plans - New; Planning Files; Subdivision Section Information Reports (Sub-ids); Watershed Plans; Watershed Reports	Permanent	Transfer to Archives
5202-02	Inspection Reports - Buildings and Construction	Records related to inspections carried out with reference to new construction; alterations to existing structures; code violations; and other projects, activities, or situations requiring inspection	Developer Inspection Documents	3 Years	Destroy
5202-03	Reports of Building Permits Issued	Annual reports prepared or the U. S. Bureau of the Census on the number of commercial and residential building starts and local public construction.		Permanent	Transfer to Archives



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PUBLIC WORKS & SERVICES INCLUDING SOCIAL & CULTURAL SERVICES

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
5202-04	Roads, Streets, and Streetlight Inspection Reports	Reports of inspections of roads, streets, streetlights, and other county-owned transportation-related assets except for bridges and overpasses.	Inspection Reports	3 Years	Destroy
5202-05	Bridges and Overpasses - Inspection Reports	Reports of inspections of bridges and overpasses.	Annual Bridge Inspections	Life of Structure + 3 Years	Destroy
5202-06	Permits	Records related to applications for and copies of permits (or record of their issuance) for excavation and fill; alterations to roads, streets, sidewalks, and curbs; and for similar activities involving alteration of streets and rights of way.	Culvert Permits; Development Permits; Permits; Septic Licenses and Additions; Sign Permits; Storm Water Quality Permits; Subdivision Platting Files	Permanent	Transfer to Archives
5202-07	Road and Street Master Records	Records related to the master record in some form of every road and street providing a description, history, and classification of each.	Road Log Changes; Road Logs	Permanent	Retain in Department



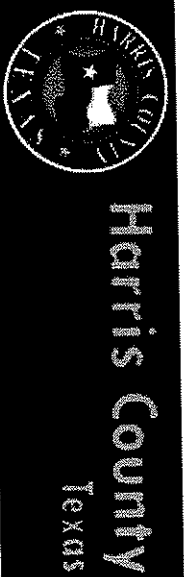
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Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
5202-08	Traffic Count Reports	Records related to reports of traffic passage on streets, roads, bridges, intersections, etc. or use of local government owned parking lots or structures.	Corps of Engineers Monthly Traffic Reports; Hourly Traffic Reports; Lane Summaries; Speed Limit Studies; Traffic Study Files; Traffic/Engineering Study Requests	1 Year	Destroy
5202-09	Herbicide and Pest Control Records	Records of herbicide and pesticide applications, inspections and sampling notifications, and other documentation required by pesticide regulations.	Herbicide Crew Daily Reports; Pest Control Services Records	2 Years	Destroy
5202-10	Wildlife Records	Records relating to the possession by the County of wild animals including required permits, health records, acquisition and disposition, etc. (See also 4052-01)	Zoo Records	Expiration of Permit (if required) + 5 Years or Death or Disposal of Animal + 5 Years, Whichever is Longer	Destroy



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Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
5202-11	Environmental Complaints and Investigations	Complaints files and investigated by the Environmental Public Health Divisions and its predecessors concerning environmental that have a permanent long term impact on the property. Do not confuse with 4777-07.		Permanent	Transfer to Archives
5502-01	Borrower Registration Records	Records relating to the registration of users of county libraries.	Harris County Public Library Card Applications	Expiration of Registration + 1 year	Destroy
5502-02	Circulation Records	Records documenting the circulation of library materials to individual borrowers.		Deleted Immediately When Item Is Check-in and Any Fine Satisfied	Destroy
5502-03	Library Catalog	Record related to the maintenance of the library catalog	Databases; Finding Aids; Law Library Records	Until superseded	Destroy
5502-04	Archival Accession Records	Records documenting the physical and legal transfer of records into the County Archives.	Accession Files; Accession logs, transmittal forms, deeds of gifts; Holding Records; Processing Forms	Permanent	Retain in Archives



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Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
5502-05	Researcher Records (Archives)	Records documenting the registration of users at the Harris County Archives.	Researcher Records: Researcher log, registration forms, request sheets, requests for copies.	Permanent	Retain in Archives
5502-06	Attendance Reports - Parks and Community Centers	Reports, statistical compilations, and similar records of attendance at and the use of parks and recreational facilities.	Community Center Monthly Activities Report; Monthly Rental Schedules; Pavilion and Meeting Room Rentals; Senior Education Center Attendance Records	3 Years	Destroy
5502-07	Horticultural Files	Records related to inventories, maps, and similar records relating to the botanical description and location of all plants, trees, and shrubs in local government parks, botanical gardens, arboretums, zoos, etc.	Bitterweed Study	1 Year from last reference	Destroy
5502-08	Parks and Recreation Program Files	Records relating to sports, recreational, or cultural activities and programs sponsored by a local government, including activity schedules, programs, rosters, status sheets, scorebooks, rules and regulations, activity planning records, and all other similar activities.	American Red Cross Swim Lessons Sign-Up Sheets; Community Center Files; Community Center Program and Classes Records; Community Center Rentals; Community Center Reservations; Trip Information Files; General Park Files; Park Files; Park Reservation Files; Park Reservations; Reservation Books; Volunteer Orientation Files	2 Years	Destroy



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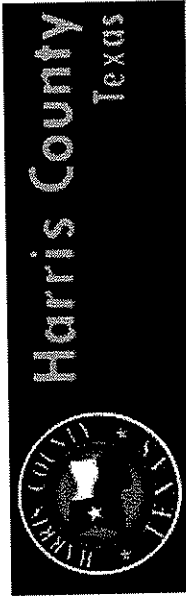
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PUBLIC WORKS & SERVICES INCLUDING SOCIAL & CULTURAL SERVICES

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
5602-01	Records of Service for the Aging	Records of local government services for the elderly.	Driver Daily Trip Sheets; Medicaid Records; Transportation Requests Forms	FYE + 5 Years	Destroy
5602-02	Child Protective Services Records	Records of local government services to protect children from abuse and neglect.	Abuse, Neglect and Exploitation Investigation Logs/Forms and Related Documents; Child Placement Records; PEI Youth Registration Forms; Preparation for Adult Living (PAL) Program Records	10 Years	Destroy
5602-03	Child Protective Services Records - Client Fiscal Records	Record related to fiscal documents maintained by Harris County regarding expenses associated with the child welfare program.	STAR Monthly Billings; Tuition Waiver Books	FYE + 3 Years From Date Closed.	Destroy



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Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
5602-04	Purchased Social Service Records	Records documenting social services funded through a contracts including contracts, reviews, billings, etc.	Contract Review Results; Contracts Services Billing Records; Counseling Contracts; HISD/Excel Academy Attendance Records; National School Breakfast Program (NSBP) and National School Lunch Program (NSLP) Policy Alerts; Partner Monthly Reports; Partner Surveys; Program Goals and Objectives/Logic Models; Quality Assurance Information; Quarterly Physical Restraint Reports/Reviews; TRIAD Intake Case Tracking Logs	5 Years After Contract Closed	Destroy
5602-05	Social Services Client Case Files	Records of social services provided to or requested by applicants, including assistance to indigents, crime victims, and survivors.	Client Case Records; Guardianship Records; Office of Refugee Resettlement (ORR) Records; Victim Assistance Records; Crime Victim Compensation Records	5 Years from last date of service	Destroy
5602-06	Child Abuse Assessment and Treatment Records	Records related to services provided to abused children (actual or suspected) Includes mental and clinical health records, evidence, review team evaluations, and Clinical Social Work Records	Children's Assessment Center Files	28 Years from Date of Last Service or When Required by Court Order	Destroy



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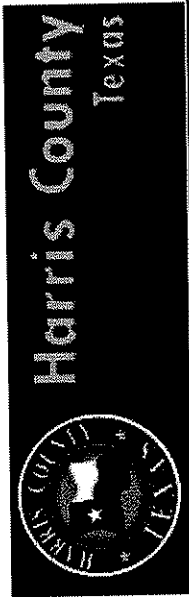
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Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
5752-01	Material Safety Datsheets	Records related to material safety data sheets (MSDS) supplied to local government employers by manufacturers or distributors of hazardous chemicals.	Material Safety Data Sheets	1 Year From Date Substances Removed	Destroy
5752-02	Job Safety Records	Records of job safety training given to employees showing the date of each training session, subjects covered during the session, rosters of employees who attended, and the names of instructors.	Job Safety Analysis; Safety Files; Safety Records	5 Years	Destroy



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INFORMATION TECHNOLOGY

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
5802-01	Audit Trails Records - Information Technology	Files needed for electronic data audits such as files or reports showing transactions accepted, rejected, history files/tapes; records of on-line updates to application files or security logs. (Caution: These records must be retained longer than 2 years if any issue is unresolved.)	CAD Audit Logs; Tail Sheets; Test in Quality Assurance Updates and/or Changes	2 Years	Destroy
5802-02	Finding Aids, Indexes, and Tracking Systems	Automated indexes, lists, registers, and other finding aids used to provide access to the hard copy and electronic records.	Indexing and Scanning Logs	Until superseded	Destroy
5802-03	Hardware Documentation	Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.	CAD Manuals; SMF Data	Until superseded	Destroy



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INFORMATION TECHNOLOGY

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
5802-04	Processing Files	Electronic files used to produce a master file, including, but not limited to, work files, maintenance and test files, print files, and intermediate input/output records.	Electronic Files from ITC	Until completion of 3rd system backup cycle except for: a) Routine or benchmark file used to test system performance - AV and exempt from destruction notice requirement; b) File which facilitates processing of a particular job or system run, but which does not add to, delete from, or substantially modify information in a master file.	Destroy



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INFORMATION TECHNOLOGY

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
5802-05	Application Documentation	Records related to automated software applications and operating system files including job control language, program listing/source code, etc.	Software Records; Software User Guides; Vendor Software Upgrade Guides	Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read.	Destroy



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INFORMATION TECHNOLOGY

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
5802-06	Data Processing Planning Records	Reports, studies, analyses, projections, and similar records concerning the creation, development, or modification of data processing systems and services except for disaster recovery plans.	Change Control Records	5 Years	Destroy
5802-07	Electronic Media Library System Files	Records used to control the location, maintenance, and disposition of media in an electronic media library except for records destruction documentation that is maintained permanently	Deletion Reports; Tape Management Reports	Until superseded	Destroy



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INFORMATION TECHNOLOGY

Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
5802-08	Input Documents	Records or forms designed and used solely for data input and control when the data processing unit provides centralized data input services and original records are maintained by the program unit except for data entry documents noted elsewhere in this schedule or other schedules adopted by the commission.	Casey Data Cleaning Logs; Directory Listings; Scanned Documents	Until all data has been entered into the system and, if required, verified.	Destroy
5802-09	Network Circuit Inventory	Records containing information on network circuits used by the government including circuit number, vendor, type of connection, terminal series, software, contact person, and other relevant information about the circuit.	Circuit Files; OAS File (Outlying/Downtown Telephone Systems)	Until superseded	Destroy



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Series Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
5802-10	Network Implementation Files	Records used to implement a computer network including reports, diagrams of network, and wiring schematics.	Site Pictures/ Layouts/ Diagrams	Until superseded	Destroy
5802-11	Output Records for Computer Production	Reports showing transactions that were accepted, rejected, suspended, and/or processed.	Mobile Computing Logs	30 Days	Destroy
5802-12	System Activity Monitoring Records	Reports showing transactions that were accepted, rejected, suspended, and/or processed.	CICS Journal Records; Communications Log reflecting DIMS errors; Log Books; M204 Journal Records; Online Logs; Tape Backup of Console Logs	30 Days	Destroy